

CHAPTER 1. INTRODUCTION TO PART 61 RELATED TASKS

SECTION 1. GENERAL

1. PURPOSE. Chapters 1 through 43 provide instructions, standards, and procedures for general aviation safety inspectors (ASI) implementing the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 61, Certification: Pilots, Flight Instructors, and Ground Instructors.

2. CONTENT. This handbook contains guidance for the ASI concerned with all types of airmen certification and demonstrations of competency not associated with 14 CFR part 121 or 135 approved training programs. This portion of the handbook also includes guidance on conducting knowledge tests in the district office and the selection and designation of knowledge test examiners.

3. THE AIRMEN CERTIFICATION PROCESS.

A. Certification Process. An applicant for a knowledge test for an airman certificate or additional rating shall make arrangements to take the appropriate knowledge test with one of the many testing centers throughout the country. An applicant for a practical test for an airmen certificate or additional rating shall make arrangements to take the appropriate practical test with a designated pilot examiner (DPE).

B. Accomplishing Certification. An applicant for an airman certificate or rating must accomplish the steps in a specific process before certification is complete.

(1) The applicant must present to a Federal Aviation Administration (FAA) inspector or designated pilot examiner, documents and evidence of the appropriate qualifications for the certificate or rating. This may include a record of the knowledge test taken to meet the aeronautical knowledge requirements of the regulations.

(2) The applicant must satisfactorily complete FAA Form 8710-1, Airman Certificate and/or Rating Application.

(3) The applicant must provide an aircraft appropriate to the certificate or rating sought.

(4) The applicant must pass a practical test appropriate to the certificate or rating sought.

C. Knowledge Tests. Knowledge examinations, if required, may be accomplished at an airman knowledge testing center. The conduct of knowledge tests is covered in FAA Order 8080.6, Conduct of Airmen Knowledge Tests.

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SECTION 2. INSPECTOR QUALIFICATIONS AND STATUS

1. INSPECTOR STATUS DURING PRACTICAL TESTS.

A. Pilot-in-Command (PIC) Status. An inspector conducts a practical test to observe and evaluate an applicant's ability to perform the procedures and maneuvers required for the pilot certificate or rating.

(1) The inspector is not PIC of the aircraft during the practical test unless acting in that capacity for the flight, or a portion of the flight, by prior arrangement with the applicant or other PIC.

(2) Regardless of the type of aircraft used during a practical test, the applicant and the inspector are not, with respect to each other (or other occupants authorized by the inspector), subject to the requirements or limitations for the carriage of passengers specified in part 61.

B. Policy Concerning Giving Flight Training, Demonstration, Advice, or Assistance During a Practical Test.

(1) It is inappropriate for an ASI to provide flight training and/or to teach techniques to an applicant during a practical test. The role of an ASI during the practical test is to evaluate an applicant's performance based on compliance with the appropriate practical test standards (PTS). However, this policy does not preclude an ASI from acting as a student manipulating the controls during the practical test for a flight instructor certification test when the purpose is for evaluating the flight instructor applicant's teaching ability. Nor does this policy prevent an ASI when administering a practical test from trying to relax or otherwise reduce the stress level of an applicant during the test. Providing such help does not change the status of an ASI. Before beginning the practical test, an ASI should discuss these issues with the applicant as part of the overall practical test briefing described in section 3, paragraph 2 of this chapter.

(2) If an ASI has to take over the flight controls or assist in the manipulation of the flight controls during a practical test, such action is disqualifying, and the test is therefore failed. The ASI must issue a Notice of Disapproval of Application to the applicant. An exception to this policy is where, through no fault of the applicant, the ASI has to take over the flight controls or assist in the manipulation of the flight controls during the practical test if the ASI determines life or property

is at risk (e.g., to avoid another aircraft, to avoid weather, to avoid a violation of airspace rules, or take corrective action as a result of an aircraft maintenance problem, etc.). In this case, once the situation is resolved, the practical test will resume.

C. Physical Location of Inspector.

(1) With certain exceptions, an inspector accompanies an applicant in the aircraft during the practical test. However, the inspector may observe, from the ground, an applicant's performance of autorotations to touchdown during Airline Transport Pilot (ATP) or flight instructor certification practical tests in helicopters, if the applicant is the sole occupant of the aircraft. Similarly, the inspector may observe from the ground or another airplane the performance of aerial maneuvers by an applicant flying a single-control aircraft (i.e., a gyroplane).

(2) During practical tests given on aircraft requiring a flightcrew of two or more, the inspector should give the practical test from a designated jump seat or place in the cabin from which the flight can be adequately observed. An industry pilot who is qualified to act as PIC in that type aircraft must then occupy the other seat.

(a) This arrangement allows the inspector to devote full attention to the practical test rather than be involved with performing the duties of a flight crewmember. It also allows the inspector to assess the command ability of the applicant, and to observe flightcrew coordination.

(b) However, this is not intended to preclude an inspector from exercising discretion in deciding which seat to occupy during the practical test. Such factors as aircraft seating configuration, the inspector's personal knowledge of the person proposing to occupy the pilot seat, and the inspector's skills, limitations, recent experience, and qualifications should be considered.

(c) When operators request that one of their qualified pilots occupy the pilot seat during the test for valid reasons (i.e., for insurance purposes), that request should be honored unless the inspector has reason to believe the pilot furnished by the operator lacks the experience and skill to conduct the test prescribed by the inspector. Any disagreement over the conduct of the

test should be referred to the regional office for final decision.

(3) FAA ASIs may observe practical tests that are accomplished in a balloon or in an experimental aircraft from the ground.

2. GENERAL INSPECTOR QUALIFICATIONS FOR GIVING PRACTICAL TESTS. Inspectors must possess the pilot and flight instructor certificates in the category and class for which they conduct certification tests.

A. Practical tests to inspectors for initial basic certification areas and for additional category, class, and type ratings must be authorized in writing by the Flight Standards division manager or his or her designated representative (regional branch manager or appropriate district office manager).

B. The manager will coordinate the selection of the FAA ASI who will be administering the practical test to inspectors with the Manager, Flight Standards Inspector Resource Program, ASW-203; Federal Aviation Administration, Flight Standards Division; 2601 Meacham Blvd.; Fort Worth, TX 76137-4298. The FAA ASI who administers the practical test may not be from the same FSDO unless there are special circumstances and the jurisdictional Flight Standards regional manager has approved it.

C. *ATP Certificates.* Practical tests for the issuance of ATP certificates shall be given only by inspectors who possess an ATP certificate with appropriate category, class, and type ratings. An inspector conducting an ATP practical test in a small helicopter does not need to have a type rating in that helicopter on his or her ATP certificate, but must only possess ATP privileges for rotorcraft helicopter category and class ratings. An inspector holding an ATP with multiengine land or sea ratings may give ATP practical tests for single-engine land or sea ratings, as appropriate, provided the inspector holds that rating at the commercial level.

D. *Required Crewmember.* Inspectors conducting practical tests must meet the recency of experience requirements of part 61, §§ 61.57 and 61.58 only if they are acting as a required crewmember for the duration of this practical test. To act as a required crewmember during a practical test, an inspector must possess at least a valid third-class medical certificate. When acting as a required pilot flight crewmember on an ATP practical test, including tests for added ratings, inspectors must

observe the requirements of part 91, § 91.109(c). Before performing duties as PIC or a required crewmember during a practical test, an inspector shall meet the requirements of FAA Order 4040.9, FAA Aircraft Management Program.

E. *Flight Instructor Tests.* Inspectors hired after January 1986 may not conduct practical tests for flight instructor applicants before successfully completing the Pilot Certification Testing Procedures Course (21100).

F. *Safety Pilot.* Before an inspector may act as a PIC, safety pilot, or required crewmember in any airplane or rotorcraft, he or she must first be current according to §§ 61.57 and 61.58. Managers are discouraged from allowing inspectors to act as PIC or safety pilot while conducting a flight check in any aircraft (airplane or helicopter) that requires a type rating, or in any aircraft that requires two pilots.

3. TURBOPROP AIRPLANE INITIAL QUALIFICATIONS. No inspector shall conduct a practical test (initial certification, pilot examiner, proficiency check, etc.) in a turboprop airplane unless one of the following qualifications is met:

A. *Type Ratings.* The inspector must hold a type rating in a large turboprop airplane. In addition, the inspector must receive a briefing on the subjects specified in paragraph 6G.

B. *FAA Form 4040-2, FAA Crewmember Check Record.* The inspector must have an official flight check recorded on FAA Form 4040-2. This flight check can be taken in any type of small (less than 12,500 pounds) turboprop airplane. The flight check must be conducted by a qualified inspector, a qualified industry instructor, or a qualified instructor from the FAA Academy. The initial flight check must comply with the provisions of paragraph 6G.

C. *Academy Course.* The inspector must have completed an FAA Academy (including out-of-agency training) course in which small turboprop airplanes are used in all or part of the instructional process. An academy or contract instructor must acknowledge the flight check on FAA Form 4040-2.

4. TURBOJET AND TYPE RATING INITIAL QUALIFICATIONS.

A. Qualifications. No inspector will conduct a practical test in a turbojet aircraft or an aircraft requiring a type rating unless all the following qualifications are met:

(1) The inspector must hold a type rating for that aircraft.

(2) The inspector has initial turbojet qualification training conducted by the FAA at the Aeronautical Center, or from an out-of-agency training course. If the initial turbojet training was conducted out-of-agency, the inspector must have in-agency recurrent training.

(3) The inspector must successfully complete a turbojet or type rating recurrent training course, arranged by the FAA, in that type of aircraft, regardless of pre-employment qualification.

(4) In all cases, the course must include, or the inspector must be briefed on, the provisions of paragraph 6G.

B. Additional Type Ratings. Inspectors who meet the above requirements for initial qualification, and subsequently obtain additional type ratings through other than FAA-arranged courses, may conduct type rating tests in the appropriate aircraft, provided the recurrent training requirements of paragraph 6 are met.

5. PRIORITY OF TRAINING. Managers should categorize each inspector as a “line” inspector or a “staff” inspector for the purpose of recurrent training priorities.

A. Line Inspector. A line inspector is an inspector assigned to a Flight Standards District Office (FSDO) or Certificate Management Office (CMO) in a work program involving airman certification and surveillance events. Managers should ensure that any line inspectors on waivers receive recurrent flight training and a proficiency check in one aircraft every 12 calendar-months.

(1) If recurrent flight training and proficiency checks are accomplished in the month before or after the month they are due, they are considered accomplished in the month they were due. This 3-month period is the eligibility period. Managers should ensure that line inspectors currently in an “eligibility

period” are given first priority for the available training quotas.

(2) Managers must plan on using programmed training quotas since it is unlikely that funds will be available for special flight requests.

(3) Line inspectors should be scheduled for recurrent flight training every 12 months as resources permit. When current, line inspectors may perform airman certification duties. Line inspectors may also perform en route surveillance while traveling. See FAA Order 8400.10, Air Transportation Operations Inspector’s Handbook, volume 6, chapter 2, section 4 for guidance for inspectors performing en route inspections.

B. Staff Inspectors. A staff inspector is an inspector assigned to regional headquarters, national headquarters, or to management or supervisory duties at the FSDO level. Staff inspectors should be scheduled for recurrent flight training every 12 months as resources permit.

(1) When current, staff inspectors may perform airman certification duties. Staff inspectors may and should perform en route surveillance while traveling. See FAA Order 8400.10, volume 6, chapter 2, section 4 for guidance for inspectors performing en route inspections.

(2) Staff inspectors should be given second priority for available training quotas. A staff inspector should not be scheduled for flight training until all line inspectors in an eligibility period have been scheduled.

C. Initial Qualification. Managers should ensure that initial aircraft qualification training is allocated to those line inspectors who require specific type ratings to complete their work programs.

(1) An inspector should not be scheduled to attend a type rating course until he or she is selected to fill a position for which that type rating is required.

(2) A staff inspector who does not possess a type rating should be scheduled for a course only when there are no line inspectors available for the course.

(3) Both line and staff inspectors may be scheduled for type rating courses in conjunction with Flight Standardization Board requirements with the concurrence of AFS-800.

6. RECURRENT TRAINING. ASIs assigned to flight crewmember, safety pilot, or airmen certification duties in a simulator or aircraft will receive recurrent training in order to conduct practical tests.

A. All Aircraft. Inspectors assigned to flight crewmember, safety pilot, or airmen certification duties in a simulator or aircraft, other than those requiring type ratings by type design, must complete one flight/simulator training course each 24 months in each aircraft category used for the job function. In order to perform checks in an aircraft category, an inspector must meet the flight time requirements and also be current as a PIC according to FAA Order 4040.9.

B. Qualification in One Turbojet or Aircraft Requiring a Type Rating. Inspectors assigned to flight crewmember, safety pilot, or airmen certification duties in a simulator, airplane, or rotorcraft requiring type ratings by type design, must complete at least one flight/simulator training course each 12 months in a type of aircraft for which that inspector is assigned. Flight/simulator training courses should be scheduled in rotation for those inspectors who are assigned to more than one aircraft requiring a type rating. However, these inspectors should not be scheduled for more than one course every 12 months in an aircraft category.

C. Requiring More than One Type Rating.

(1) To qualify in more than one turbojet aircraft or aircraft requiring a type rating, an inspector must have a recurrent course that includes aircraft and simulator time in at least one of the aircraft every 24 months. Training should be scheduled so that aircraft types are rotated. For alternating annual intervals, an all-simulator course is acceptable.

(2) The inspector must meet the requirements of §§ 61.56, 61.57, and 61.58, as applicable to the aircraft used. The flight training course requirements of this bulletin do not supersede or contradict the requirements of § 61.58 with respect to aircraft certificated for more than one required pilot crewmember.

D. Turbojets. For each turbojet airplane, the inspector must have a recurrent training course every 24 months in order to perform job functions requiring flight.

E. Simulators Unavailable. When simulators are not available for a specific aircraft, training shall be conducted in that aircraft.

F. Training Source. In order to meet the requirements of this paragraph, a training course must meet ONE of the following requirements:

- (1) A formal course at the FAA Academy;
- (2) An out-of-agency course with a specified FAA course number;
- (3) A formal course sponsored by the Regional Flight Standards Division (RFSB), with a specified FAA course number; or
- (4) With regional approval, an FAA Form 4040-2 checkout is acceptable in lieu of formal training described above under the following circumstances.

(a) For non-turbojet aircraft only, FAA Form 4040-2 checkout is acceptable for alternating annual periods. However, if this option is exercised, the next required recurrent training must be in accordance with paragraph 6F(1).

(b) Inspectors assigned to airmen certification duties in gyroplanes, gliders, lighter-than-air, or light-sport categories of aircraft may satisfy the 24-month flight training requirements by completing a pilot-in-command (PIC) proficiency check in the appropriate aircraft category under FAA Order 4040.9. For gliders, gyroplanes, balloons, and light-sport aircraft, an FAA Form 4040-2 checkout conducted by a qualified inspector or industry pilot is acceptable.

NOTE: For training courses not meeting the requirements specified above, written approval is required from the Flight Standards Service Flight Program Office, ASW-260.

G. Training Content. FAA Academy courses and FAA Form 4040-2 checkouts must cover the following subjects. Out-of-agency courses will be modified, whenever possible, to emphasize the following topics:

- (1) Practical test procedures, including use of practical test standards, the provisions of this handbook, and other relevant guidance such as the practical test briefing specified in section 2, paragraph 2E;
- (2) Issues and special emphasis items such as legal cases affecting the administration of practical tests, safety issues, and new equipment and procedures; and

(3) Conducting practical tests while occupying a pilot station and serving or not serving as a required flight crewmember.

H. Aircraft Applicability. The following guidelines must be observed when scheduling required recurrent training:

(1) Performance of job functions involving flight in turbojets or airplanes requiring a type rating requires recurrent training in such aircraft.

(2) Performance of job functions involving flight in small turboprop aircraft requires recurrent training in such aircraft or, at alternating annual intervals, turbojet or large turboprop airplanes. The training does not need to be in the make or model in order to conduct job functions in that make and model.

(3) Performance of job functions involving flight in small piston-powered airplanes requires recurrent training in such aircraft or, at alternating annual intervals, in turbine-powered airplanes.

(4) Performance of job functions involving flight in helicopters or gyroplanes requires recurrent training in such aircraft, as appropriate.

(5) Performance of job functions involving flights in gliders or lighter-than-air aircraft requires at least an FAA Form 4040-2 checkout within the preceding 12 months in the category and, if appropriate, class.

NOTE: For aircraft training combinations not meeting the requirements specified above, written approval is required from ASW-260.

I. Special Currency Requirements. Notwithstanding the other provisions of this section, an inspector who conducts a practical test in a small aircraft while occupying a pilot station, regardless of the inspector's status as required flight crewmember, must have made at least three takeoffs and landings in that category and class of aircraft within the preceding 90 days. If the practical test is in a tailwheel airplane, the takeoffs and landings must be in a tailwheel airplane unless rental is impractical. If rental of such aircraft is impractical, a qualified inspector approved by the RFSD may conduct practical tests in tailwheel aircraft under the provisions of paragraph 8B of this section.

J. Inspectors Performing Job Functions Not Requiring Flight. The need to keep all operations

inspectors familiar with current flight test policies, advances in technology, the operating environment, and other areas are crucial to the credibility of the Flight Standards inspection force. The recurrent training provisions of this paragraph should be observed by general aviation operations inspectors assigned to regional offices, headquarters, and other administrative positions. Such inspectors must receive at least one recurrent training course or approved alternative training every 24 months unless otherwise approved by the Director, Flight Standards Service, AFS-1.

7. WAIVER AUTHORITY. An RFSD manager may request individual inspector waivers to the flight training requirements from ASW-260. The waiver will only be issued when the training has been requested but the courses were unavailable and a current and qualified inspector is not available. The waiver will be valid for a maximum of 6 months, and will not be reissued. Waivers are strongly discouraged, and will only be issued after all efforts to obtain the required training have been exhausted. If circumstances warrant the issuance of a waiver, the inspector must be granted sufficient official duty time, not to exceed 8 hours, to refresh himself or herself on aircraft systems and procedures. All waivers shall expressly prohibit the inspector from occupying a required flight crewmember seat while performing duties under the authority of the waiver. The waiver provisions of this paragraph apply to all aircraft categories. However, the provisions of paragraph 6 may not be waived.

A. Overdue Training. Managers should limit waivers of training to a period of no longer than 6 months since the last training. Inspector's managers will schedule an inspector who has not completed recurrent flight training in the past 12 months for recurrent training as soon as practical.

B. Retirement or Termination. Inspectors who have indicated an intention to retire or terminate their service within the 6 calendar-months after the month in which their recurrent training is due should not be sent to recurrent training. Inspectors in this category may be placed on a waiver to this requirement for up to 6 months.

8. INSPECTOR AVAILABILITY.

A. Regional Coordination. When it becomes necessary to provide type rating service for an airman within the United States, the region with an assigned qualified type rating inspector shall provide the services. When a region requests the services of a type

rating inspector from another region, the division manager (or designated representative) shall request the services of the type rating inspector through the RFSD manager.

B. Letter of Authorization (LOA). If an application is received for a practical test in an aircraft for which a rated and current inspector is not available, the regional office may issue an LOA in lieu of a type rating to an inspector who is best qualified in an aircraft with similar characteristics. This provision is limited to those cases in which an appropriately rated inspector does not exist. The LOA must name the applicant to be checked.

(1) Blanket authorizations to individual inspectors shall not be issued. Each flight test must be handled on a case-by-case basis.

(2) Inspectors issued such an LOA shall conduct the practical test from an approved jump seat unless circumstances such as those described in section 2, paragraph 1C preclude it. In such cases, specific permission to conduct the practical flight test from a pilot seat must be granted in the LOA issued by the regional office.

(3) The LOA shall not be used as a means to circumvent the recurrent training requirements of paragraph 6.

9. INSPECTOR QUALIFICATIONS TO PERFORM JOB FUNCTIONS.

A. Prerequisites. Throughout this order, each job function chapter normally describes inspectors' qualification prerequisites in section 2, subparagraph 1A. In many cases, a prerequisite noted is "qualification as an aviation safety inspector (ASI) (operations)." Before performing pilot certification or in-flight surveillance tasks without supervision, inspectors must have a current 4040.9 PIC check in the applicable category and class of aircraft. A recurrent Category III (93) check satisfies the requirement for Category II (92) and Category I (91). Inspectors must also have completed on-the-job-training (OJT) in the task to the satisfaction of their supervisor. Inspectors hired after January 1986 may not conduct practical tests for flight instructor applicants prior to their successful completion of the Pilot Certification Testing Procedures Course (21100). Unless otherwise specified in this order, ONE of the following conditions must be met in order for an ASI (operations) to be considered qualified to perform specific job functions without supervision:

(1) Satisfactory completion of an FAA Academy or out-of-agency course on that job function;

(2) Satisfactory completion of all OJT requirements for that job function, in accordance with FAA Order 3140.19, On-the-Job Training (OJT) of Aviation Safety Inspectors; or

(3) Specific written authorization from the RFSD or ASW-260, as appropriate.

NOTE: If an inspector only performs pilot certification or surveillance tasks in a flight simulator, the currency requirements for those inspectors are addressed in FAA Order 4040.9, appendix 11.

B. Training Applicability. Clarification of whether a specific job function is covered by a specific course or OJT should be directed to AFS-500.

C. Operations Inspector Currency Requirements. This guidance is for inspectors and managers at all levels of Flight Standards for the management of flight training course quotas and the qualification of ASIs (operations).

(1) Inspector Qualifications.

(a) Before performing airmen certification and/or testing functions, an inspector must have completed either the air carrier or general aviation indoctrination course, as appropriate to the certification task. The inspector must hold a valid pilot certificate with the appropriate ratings that relate to the inspector's job function.

(b) An inspector conducting an Airline Transport Pilot (ATP) practical test in a small helicopter does not need to hold a type rating in that helicopter type on his or her ATP certificate, but must hold an ATP certificate with the rotorcraft helicopter rating (and without a visual flight rules (VFR) limitation). An inspector holding an ATP with multiengine land or sea ratings may give ATP practical tests for single-engine land or sea ratings, as appropriate, provided the inspector holds the corresponding class rating (land or sea) at the commercial level.

(c) All inspectors must satisfactorily complete the applicable OJT in accordance with FAA Order 3140.19.

(2) *Training Requirements.* For an operations inspector to perform job functions requiring the inspector to act as a required flight crewmember or safety pilot, the inspector must meet the following criteria as appropriate:

(a) The inspector must meet the requirements of §§ 61.56, 61.57, and 61.58, as applicable to the aircraft used.

(b) If for a 12- or 24-month proficiency check, as appropriate, flight/simulator training or proficiency checks are accomplished in the month before or after they were due, they are considered to have been accomplished in the month they were due. This 3-month period is the eligibility period.

(c) Inspectors assigned to flight crewmember, safety pilot, or airmen certification duties in a simulator or aircraft, other than those requiring type ratings by type design, must complete one flight/simulator training course each 24 months in each aircraft category used for the job function.

(d) Inspectors assigned to flight crewmember, safety pilot, or airmen certification duties in a simulator, airplane, or rotorcraft requiring type-ratings by type design, must complete at least one flight/simulator training course each 12 months in a type of aircraft for which that inspector is assigned. Flight/simulator training courses should be scheduled in rotation for those inspectors who are assigned to more than one aircraft requiring a type-rating. However, these inspectors should not be scheduled for more than one course every 12 months in an aircraft category.

(e) Inspectors assigned to airmen certification duties in gyroplanes, gliders, lighter-than-air, or light-sport categories of aircraft may satisfy the 24-month flight training requirements by completing a PIC proficiency check in the appropriate aircraft category under FAA Order 4040.9. Under these circumstances, if the inspector being checked in accordance with FAA Order 4040.9 fails any of the required maneuvers or pilot operations required to complete the check, the person giving the check will give additional proficiency flight time and practice to the inspector during the course of the check. At the completion of a check where an inspector required additional proficiency flight time but was unsuccessful in completing the check, the person giving the check will forward a report to the manager requesting the

flight check with the pertinent details of the check and a recommendation for any further action.

(f) Inspectors assigned to flight crewmember, safety pilot, or airmen certification job functions in turboprop airplanes must have completed the FAA Academy course 20056, Turboprop Initial Qualification, or have successfully completed a flight check. This requirement does not apply to inspectors who hold a type rating in a turbo propeller-powered airplane. RFSDs may submit requests for a waiver to ASW-260 when an inspector has logged at least 200 hours as a pilot in a turbo propeller-powered airplane within the last 5 years.

(g) Inspector training and/or qualification requirements to conduct inspection and surveillance job functions other than those specifically addressed in this section are contained in the inspector handbook appropriate to that job function.

(3) *Scheduling and Training Priorities.* For allowing the FAA to manage limited flight training resources in consideration of programmed training quotas, the following priorities shall be followed in allocation of flight training.

(a) Line inspectors assigned to airmen certification duties as a required flight crewmember/safety pilot will be scheduled and be given “the first and highest priority” for flight/simulator training. RFSDs will reprogram training quotas to ensure that line inspectors who have not received recurrent flight/simulator training within the past 24 calendar-months, or 12 months for inspectors assigned to aircraft requiring a type-rating, are given the first priority for any flight training available in order of their last training date.

(b) First level supervisors and regional and headquarters staff inspectors will not normally be assigned to airmen certification duties. In the rare event that this becomes necessary, those inspectors will be given second priority for any available training after all line inspectors have received the minimum flight training described in paragraph 9C(3)(a).

(c) Inspectors who have indicated an intention to retire or terminate their service within the 6 calendar-months after the month in which their flight training is due should not be sent to flight training. Inspectors in this category may be placed on a waiver to this requirement for up to 6 months.

(4) *LOAs.*

(a) If an application is received for a practical test in an aircraft for which a rated and current inspector is not available, the RFSD may request an LOA from ASW-260 in lieu of a type-rating for an inspector who is deemed best qualified in an aircraft with similar characteristics. This provision is limited to those cases in which an appropriately rated inspector is not available.

(b) The LOA must name the applicant(s) to be checked. Blanket authorizations to individual inspectors will not be issued.

(c) Inspectors issued such an LOA shall conduct the practical test from an approved forward observer's seat unless circumstances preclude it. In such cases, specific permission to conduct the practical flight test from a required flight crewmember seat must be granted in the LOA issued by ASW-260. An LOA authorizing the conduct of a practical test from a required flight crewmember seat will only be issued to an inspector who meets the appropriate currency requirements of part 61.

(5) Inspector Status During Practical Tests.

(a) The inspector is not the PIC of the aircraft during the practical test unless acting in that capacity for the flight, or a portion of the flight, or by prior arrangement with the applicant or other PIC. To administer a practical test for an ATP certificate or a class or type rating on that certificate, or to administer a part 121 proficiency flight check, an inspector occupying a pilot seat must be fully qualified and current to act as the PIC in that aircraft. If an inspector acts as a required flight crewmember during a practical test, that inspector must possess at least a valid third-class medical certificate.

(b) The inspector may observe the applicant's performance of auto-rotations to touchdown from the ground during certification practical tests in rotorcraft if the applicant is the sole occupant in the aircraft. Similarly, the inspector may observe, from the ground or another aircraft, the performance of aerial maneuvers by an applicant flying a single-control aircraft.

(c) During practical tests given on aircraft requiring a flightcrew of two or more, the inspector should give the practical test from the designated jump seat or place in the cabin from which the flight, crew coordination, and cockpit resource management can be adequately observed.

(d) If no jump seat is available, the inspector may exercise discretion in deciding which seat to occupy during the practical test. Aircraft seating configuration and the inspector's skills, limitations, recent experience, and qualifications should be considered. If the practical test is conducted at the ATP level, the requirements of paragraph 9C(5)(a) must be observed.

(e) Any disagreements over the qualifications or experience of pilots occupying a pilot seat should be referred to the RFSD manager. The final decision shall be in accordance with pertinent regulations and the Flight Standards Collective Bargaining Unit Agreement.

(f) Inspectors may observe free balloon flight tests from the ground, regardless of whether it is a single or multiplace balloon.

(g) If the inspector conducting a practical test assists an applicant during the test, for reasons other than maintaining the safety of the flight, such action would be disqualifying. Before beginning the practical test, the inspector should discuss these issues with the applicant as part of the overall practical test preflight briefing described in section 3 of this chapter and in FAA Order 8400.10, vol. 5, ch. 1, section 2.

(6) *Waiver Authority.* An RFSD manager may request individual ASI waivers to the flight training requirements of this chapter from ASW-260. The waiver will only be issued when the training has been requested but the courses are unavailable and a current and qualified inspector is unavailable. The waiver will be valid for a maximum of 6 months, and will not be reissued. Waivers are strongly discouraged, and will only be issued after all efforts to obtain the required training have been exhausted. If circumstances warrant the issuance of a waiver, the ASI must be granted sufficient official duty time, not to exceed 8 hours, to refresh himself or herself on aircraft systems and procedures. All waivers shall expressly prohibit the ASI from occupying a required flight crewmember seat while performing duties under the authority of the waiver. The waiver provisions of this paragraph apply to all aircraft.

(7) *Conduct of Regional Flight Training Courses.* RFSDs should use regionally assigned FAA aircraft to the maximum extent possible to conduct recurrent flight training.

SECTION 3. CONSIDERATIONS FOR THE PRACTICAL TEST

1. GENERAL. Although the practical test for each type of certificate or rating is discussed in this chapter, there is general information an inspector should know.

A. Conduct of Practical Tests. All practical tests shall be conducted in accordance with 14 CFR, Practical Test Standards (PTS), operating limitations of the aircraft, and procedures prescribed in the aircraft flight manual. Efforts to standardize testing procedures shall not result in procedures contrary to those specified by the flight manual. If an inspector becomes aware of a procedure in any aircraft flight manual that is potentially hazardous or contrary to FAA policies, the procedure should be brought to the attention of the appropriate Aircraft Certification Office (ACO) through regional channels.

B. When Tests May Be Given. An inspector may administer airman certification practical tests only while on duty within the scope of the job description, and while being compensated by the FAA. Unless the approval of a supervisor is obtained, inspectors shall not administer tests while on other than normal duty.

C. Airman Test Reports. An inspector conducting a practical test shall note the failed areas coded on the applicant's airman test report to identify possible deficiencies that may affect the applicant's flight performance. Authorized instructors may endorse the airman test report form, attesting that an applicant has received instruction in areas missed on the test.

D. English Language Requirements.

(1) Early in the process of the pilot/instructor certification process, it must be determined whether the applicant can read, speak, write, and understand English. Advisory Circular (AC) 60-28, English Language Skill Standards Required by 14 CFR parts 61, 63, and 65, explains how to determine English language abilities required for pilot certification.

(2) If the applicant cannot read, speak, write, or understand English, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person's pilot/ instructor certificate. A

medical disability of this kind may require an operating limitation to be placed on the person's pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

2. PRACTICAL TEST PREFLIGHT BRIEFING.

A. Preflight Briefings. To ensure the highest degree of safety during practical tests, the inspector must conduct a preflight briefing on safety procedures, duties, and responsibilities before each practical test. The plan of action prepared for the practical test may be used as the briefing checklist. The briefing checklist must include a preflight briefing.

(1) This briefing must be given regardless of the abilities of the crewmembers and their previous experience flying together.

(2) The briefing must inform all participants of their respective duties during the flight. This is particularly important in situations when many individuals are involved. For example, during a practical test in a turbojet aircraft requiring two pilots—when the practical test also involves an examiner candidate—up to four people may have responsibilities. The applicant for the certificate or rating and a qualified industry pilot may occupy the two pilot seats. In this case, the qualified industry pilot would function as safety pilot. The test would be administered by an examiner candidate while a qualified inspector observes both the examiner candidate and the applicant.

(3) The preflight briefing must inform the participants in the practical test of the guidelines and standards the inspector or examiner intends to use to determine if the applicant has passed or failed the maneuver. This would include a discussion of the appropriate PTS standards, the circumstances under

which maneuvers could be repeated (see paragraph 14), and other similar issues.

B. Safety Pilot. One person must be designated as safety pilot for the practical test, and must occupy a pilot station during the practical test. When an inspector occupies one of the pilot stations, the inspector may perform the role of safety pilot and must do so in certain circumstances (i.e., applicant under the hood). In cases when the inspector does not occupy a pilot station, then a qualified industry pilot must be designated safety pilot.

C. Safety Pilot Duties. The safety pilot must be briefed on his or her duties prior to the practical test. These duties include the following:

(1) Physically intervening on the controls before a maneuver or procedure deteriorates to an unsafe level;

(2) Ensuring overall safety of the flight to whatever extent necessary; and

(3) Ensuring safety in whatever manner would be effective if a particular maneuver cannot be executed safely.

D. Inspector's Role. The inspector or examiner, when not occupying a pilot station, must rely on the safety pilot to interfere and override any decision by the inspector, examiner candidate, applicant, or other person if safety requirements demand it.

3. DUAL CONTROLS IN A PRACTICAL TEST OR FLIGHT TESTING. This guidance concerns the intent of “dual controls” as it applies to civil aircraft being used for either flight instruction or practical tests, in accordance with § 91.109.

A. This information replaces the guidance contained in General Aviation Handbook Bulletin HBGA 00-08, Clarification of Requirement for “Dual Controls” on Civil Aircraft without “Dual Brakes” Being Used to Provide Flight Instruction or Conduct Practical Tests, dated May 26, 2000.

B. Neither previous nor current § 61.45 or § 91.109 have listed brakes as “required control” in a civil aircraft when used for either flight instruction or a practical test.

C. The FAA has held that both flight instruction and practical tests may be conducted in an airplane without

dual brakes when the instructor/examiner determines that the instruction or practical test, as applicable, can be conducted safely in the aircraft. Further, numerous makes and models of both single- and multiengine civil aircraft not equipped with two sets of brakes or a central handbrake have been used to provide flight instruction required for virtually all certificate and rating areas authorized under part 61.

D. The FAA has responded to a request for an interpretation of the requirement for brakes on the right side to be equal to the brakes on the left. The policy is that the brakes on the right side do not have to be a duplicate or equal to the brakes on the left side.

(1) Section 91.109(a) states, in part, that no person may operate a civil aircraft that is being used for flight instruction unless that aircraft has fully functioning dual controls.

(2) Section 141.39(d) provides that each aircraft used in flight training must have at least two pilot stations with engine power controls that can be easily reached and operated in a normal manner from both pilot stations.

(3) Section 61.45(b)(1)(i) provides that an aircraft used for a practical test must have the equipment for each area of operation required for the practical test. For example, an examiner may conduct a flight instructor practical test with an applicant in the right seat without brakes on that side. If a task requires the applicant to use the brakes, he or she may either switch seats with the examiner to perform the task or ask the examiner to apply and release the brakes at the applicant's request.

(4) Section 61.45(c) provides that an aircraft (other than lighter-than-air aircraft) used for a practical test must have engine power controls and flight controls that are easily reached and operated in a conventional manner by both pilots, unless the examiner determines that the practical test can be safely conducted in the aircraft without the controls within easy reach.

(5) Dual brakes are not a requirement in §§ 91.109(a), 141.39(d), and 61.45(b)(1)(i) and (c).

4. STRUCTURE OF THE PRACTICAL TEST. The practical test consists of a demonstration of aeronautical knowledge and a demonstration of aeronautical skill or flight proficiency. These demonstrations are not intended to be separate tests;

rather, they are intended to be conducted concurrently. However, circumstances may occasionally exist in which separate knowledge and skill demonstrations are both more practical and acceptable (see paragraph 7).

A. The Oral Portion. The demonstration of aeronautical knowledge consists of a question and answer exchange between the ASI and the applicant. The knowledge which should be tested is identified in the applicable PTS and 14 CFR part 61. It is required that the oral portion of the practical test precede the flight/simulator portion of the practical test.

(1) The questions asked of an applicant should be clearly stated and *have* only one correct response. The correct response to the question should reflect that the applicant has a clear understanding of the subject. Trick questions should be avoided. The correct answers to all questions should be available in the regulations, airplane flight manual, or other acceptable sources.

(2) Maintaining an unthreatening atmosphere is important, since it allows the applicant to relax and ultimately improves performance. Care should be taken, however, not to give the applicant “ground school.” If questions are consistently missed, or the applicant gives confused or unrelated answers, the examination must be ended and a notice of disapproval issued.

B. Group Testing. Except in the circumstances listed below, applicants must be tested individually and separately. The FAA has determined this practice of restricting simultaneous testing ensures confidentiality and the quality of the test. Simultaneous testing may be approved only under the following conditions:

(1) Simultaneous testing must be limited to the oral portion of an aircraft type rating practical test.

(2) No more than two applicants may be tested simultaneously, and only if they were trained in the same aircraft and training course. If an applicant prefers to be tested separately, the examiner must conduct the test individually.

(3) Simultaneous testing may not be permitted for the original issuance of the grade of pilot certificate (i.e., private pilot certificate, commercial pilot certificate, or ATP certificate).

(4) An example in which simultaneous testing may be permitted is a practical test for aircraft type rating for a Learjet 35 (meaning an aircraft that

requires two pilot crewmembers) that involves two applicants.

C. The Flight Portion. The demonstration of skill is the flight portion of the practical test, in which the applicant demonstrates proficiency in the aircraft for which the certificate or rating is sought.

(1) The PTS details specific objectives, tasks, operations, and expected results for a certificate or rating. If the applicant does not meet the standards of performance of any task performed, the associated area of operation is failed, and the practical test is failed. The applicant is not eligible for the certificate or rating until the failed area of operation is passed on a subsequent test.

(2) The inspector, examiner, or applicant may discontinue the test at any time after the failure of an area of operation makes the applicant ineligible for the certificate or rating sought. If the test is discontinued, the applicant shall receive credit only for those areas of operation successfully performed. During the retest and at the discretion of the inspector or examiner, any task may be reevaluated including those previously passed. However, inspectors and examiners testing applicants on all areas of operation during a retest is not appropriate.

D. Retest in the Event of Failure. An applicant who fails the practical test may reapply for a retest after meeting the following conditions:

(1) The applicant must receive the necessary training from an authorized instructor who has determined that the applicant is proficient to pass the test; and

(2) The entire practical test must be completed within the first 60 days.

NOTE: As a result of the revision to § 61.49, there are no more provisions for an applicant to retest without receiving training and receiving an endorsement from an authorized instructor. The 30-day waiting period provision is eliminated. In addition, the maximum time between retests is 60 days. As a result of the revision to § 61.43, the retest must be completed within a 60-day period beginning on the date of the original application.

5. PREREQUISITES FOR PRACTICAL TESTS. To be eligible for a practical test, an applicant must meet the following prerequisites:

A. Knowledge Test Requirement. The applicant must have passed any required knowledge test within the 24 calendar-months preceding the practical test. An Airman Test Report must be presented to the inspector at the time of the practical test, with the following exceptions (see § 61.39(b) for additional exceptions):

(1) When a student has graduated from a pilot ground school that holds examining authority, that student receives a graduation certificate that the FAA accepts as evidence of meeting the aeronautical knowledge requirements (FAA knowledge test) appropriate to the course. Such a graduation certificate is valid for up to 24 months from the date of graduation.

(2) When a graduation certificate is accepted in lieu of the FAA knowledge test, the inspector or examiner giving the practical test should make a notation to that effect on FAA Form 8710-1, Airmen Certificate and/or Rating Application (Figure 1-1). The graduation certificate is then returned to the applicant.

(3) The Ground School Graduation Certificate (GSGC) is accepted in lieu of taking the FAA knowledge test up to 24 months from the date of ground school graduation. The following are examples of the use of a GSGC issued under examining authority:

(a) If an applicant who holds a GSGC elects to complete flight training under part 61, that applicant must meet all the certification requirements of part 61.

(b) If an applicant who holds a GSGC elects to complete training in an FAA-approved flight course without examining authority, that applicant must meet the testing requirements of part 61.

(c) If an applicant who holds a GSGC elects to complete training in an FAA-approved flight course with examining authority, that applicant is, upon graduation from that course, eligible to receive the pilot certificate or rating sought without further testing by the FAA. However, in accordance with § 61.71(a), a graduate from such a course has 60 days to apply for the appropriate certificate or rating. After 60 days, the applicant must meet all the requirements of part 61.

B. Medical Certificate Requirements. An applicant for a practical test (except for practical tests involving a test for a glider or a balloon rating that require no medical certificate) must have at least a third-class medical certificate.

NOTE: As a result of the revision to § 61.23, a **third-class medical certificate is the only medical certificate required for the applicant to apply for a practical test. However, to exercise the privileges of a commercial pilot or ATP certificate, the person must have the appropriate class medical certificate. No medical certificate is required when an applicant is taking a test or check for a certificate, rating, or authorization in a flight simulator or flight training device (FTD).**

C. Documentation. Documentation must be presented by the applicant verifying that all aeronautical experience prerequisites are met. This includes endorsements (if required) and a written record of ground and flight time. In addition, the applicant must present an appropriately completed FAA Form 8710-1.

6. PRACTICAL TEST STANDARDS. The FAA publishes PTS, which have replaced the previous flight test guides. The regulations specify the areas in which knowledge and skill must be demonstrated by an applicant before a certificate can be issued. The PTS contain the specific tasks in which knowledge and competency must be demonstrated. When necessary, the FAA shall add, delete, or revise these tasks to enhance flight safety.

A. Practical Test Correlation to Part 61. The areas of operations specified in part 61 for each grade of certificate are contained in the PTS. Specific procedures and maneuvers used to ensure competence within each area of operation are addressed in the applicable PTS.

B. Public Availability. The public may purchase copies of the PTS from the U.S. Government Printing Office, Superintendent of Documents, Washington, DC, 20402. FAA inspectors receive copies and revisions through regular FAA distribution channels. Copies can also be found on the Internet at <http://afs600.faa.gov/>.

C. PTS Introduction. The introductory section of the PTS gives detailed instructions on the use of the standards for conducting a practical test.

(1) The standards are arranged into sections with “Areas of Operation.” Areas of Operation are phases of flight in a logical sequence, beginning with preflight preparation and ending with the flight’s conclusion.

(2) Practical tests must be conducted according to the requirements of the applicable PTS.

(3) The inspector should not allow the conduct of practical tests to evolve into a predictable pattern that can or will be recognized by students or instructors.

(4) Evaluation of an applicant's performance shall be based on the applicant's ability to satisfactorily meet the objectives of each required task. Figure 1-2 is an example of a task in the PTS.

7. SEGMENTED PRACTICAL TESTS (PLANNED)

A. *Segmented/Normal Sequence.*

(1) A segmented practical test normally involves conducting a practical test when an aircraft and a flight simulator/FTD are used. It is required that the oral portion of the practical test precede the flight/simulator portion of the practical test. After the applicant has satisfactorily completed the oral portion of the practical test, the applicant should be administered the flight simulator/FTD portion of the practical test. After the applicant satisfactorily completes the flight simulator/FTD portion of the practical test, the applicant should be administered the flight/aircraft portion of the practical test. However, the FAA recognizes that there may be times when inclement weather or aircraft maintenance discrepancies may cause the order of testing to be altered from the recommended and preferred method.

(2) The applicant has 60 days from the date the oral portion of the practical test was passed to satisfactorily accomplish the flight simulator/FTD and flight portions of the practical test. An ASI may use oral questioning at any time during the practical test. The applicant is required to present FAA Form 8710-1, Airman Certificate and/or Rating Application, with the appropriate endorsements as proof that portion of the test was satisfactory.

(3) ASIs may request that the applicant perform maneuvers in the aircraft that were completed satisfactorily during the flight simulator/FTD portion of the test if they desire or need to further test the applicant's competency and proficiency on those maneuvers.

B. Non-segmented Normal Sequence. Except for the ATP practical test, there is no formal division

between the knowledge portion and simulator or actual flight portion of any pilot or flight instructor practical test. Oral questioning is conducted throughout the testing process. However, there are numerous tasks that are only knowledge tasks and are not normally tested during the flight portion. Additionally, there are skill tasks for which good judgment and safety of flight dictate that significant knowledge be determined before continuing to the actual flight portion (e.g., stalls, steep turns, emergencies). Therefore, during the conduct of pilot/flight instructor practical testing, inspectors/examiners must conduct the oral, simulator (if applicable), and actual flight portions of the practical test, in that order. This does not mean that oral questioning cannot continue throughout the flight and after the aircraft is shut down on the ramp. However, subjects that might normally be expected to require continued testing at this point would be post-flight and/or areas of knowledge incompletely tested in the latter stage of the flight portion.

C. Unusual/Abnormal Sequence. In unusual circumstances, it may be more practical and/or desirable to conduct certification testing over more than one day (e.g., balloon tests where late morning/ afternoon winds may interfere with the normally planned testing timeframe, or climates where early morning/afternoon/evening temperatures may make flight testing extremely uncomfortable or even unsafe). In these cases, the inspector should issue a letter of discontinuance.

8. CARRIAGE OF PASSENGERS DURING PRACTICAL TESTS. The practice of carrying persons is limited only to individuals who have a legitimate interest in the practical test.

A. Authorized Persons. These individuals may include the following:

- (1) Persons preparing for a similar flight test;
- (2) Flight instructors assigned to similar flight training activities;
- (3) Designated examiners who are authorized to conduct similar flight tests or examiner candidates;
- (4) Chief pilots or instructors for flight schools and executive operators;
- (5) Owners/operators of the aircraft; and
- (6) Other inspectors.

B. Unauthorized Persons. Examples of unauthorized persons are non-flying relatives, persons not involved in a flight training program, non-flying employees, or friends of the owner or operator.

C. Consent for Passenger Carriage. The carriage of authorized persons must have the consent of the owner/operator, the practical test applicant, and the inspector.

D. Additional Crewmembers. In some large aircraft, practical tests may include operations (such as simulated equipment failures or engine fires) that may divert the attention of both pilots. In such cases, the inspector shall request the applicant to provide a qualified observer in the cockpit to assist in maintaining a constant watch for other air traffic.

9. AIRCRAFT AND EQUIPMENT USED DURING PRACTICAL TESTS. Section 61.45 states that an applicant for an airman certificate or added rating must furnish an airworthy aircraft appropriate for the certificate or rating sought. This includes military aircraft or properly certificated aircraft of foreign registry.

A. Aircraft Incapable of Performing Certain Tasks on a Practical Test. The phrase “. . . Unless otherwise authorized by the Administrator . . .,” inserted into § 61.45(b), prompted inquiries on guidance regarding multiengine practical tests in Cessna 336 and 337 aircraft. This change was put into effect to permit use of aircraft such as Cessna 336/337 series airplanes or the Ercoupe 415 for practical tests. Therefore, it is permissible to use a Cessna 336 or 337 for an airplane multiengine engine land rating. For example, in a practical test performed in an Airbus A320, A330, and A340, or Boeing 777 (e.g., fly-by-wire airplane), the applicant may not be required to perform steep turns and certain stalls, as a result of a Flight Standardization Board’s determination. The Cessna 336 and 337 series airplanes do not have a published (minimum control speed with critical engine inoperative) V_{MC} speed and thus cannot perform the V_{MC} demonstration task. The Ercoupe 415 series does not have published stall speeds and cannot perform the stall or spin task. Further examples are found in Figure 1-3.

B. Aircraft Airworthiness Status Requirements for Airmen Certification Practical Tests.

(1) Historically, applicants for addition of airman certificate or a rating to that certificate have been required to furnish an aircraft in an airworthy

condition for each flight test that he/she is required to take. Part 21, subpart H, prescribes appropriate requirements for the issuance of airworthiness certificates for aircraft of United States (U.S.) registry found to be airworthy, and part 61, § 61.45(a)(2)(i) and (ii) provides regulatory guidance concerning the acceptable airworthiness status for aircraft of U.S. registry and foreign registry. However, clarification is necessary regarding the use of military and former military aircraft for certification practical tests under § 61.45(a)(2)(iii). A recent change to § 61.45(a)(2)(iii) states, “at the discretion of the examiner who administers the practical test, the applicant may furnish a military aircraft of the same category, class, and type aircraft, if applicable, for which the applicant is applying for a certificate or rating.” AFS-800 is aware of the misunderstanding regarding the meaning of military aircraft as described in § 61.45(a)(2)(iii). Therefore, the following policy is intended to clarify the airworthiness status necessary for these military aircraft.

(2) Flight Standards ASIs should understand that for use in conducting airman certification practical tests (by either inspectors or examiners), an acceptable military aircraft is one that is in operational status and under the direct control of the military (i.e., regular, reserve, or the national guard). An airworthy former military aircraft is issued either a standard, limited, or other type of airworthiness certificate by the FAA; is maintained in accordance with parts 21, 43, and 91; continues to meet its original type design or approved altered condition; and is in condition for safe flight. Therefore, former military aircraft that do not comply with the above requirements may not be used to administer airman certification practical tests since they are no longer in an operational status and under operational control of the military services (regular, reserve, or guard). It should also be noted that former military aircraft used in public aircraft operations that do not hold an airworthiness certificate may not be used for airman certification practical tests.

C. Aircraft and Equipment for the Practical Test.

(1) The FAA has become aware of a recreational pilot certificate that was erroneously issued for the Airplane Single Engine Land rating because the practical test was conducted in an experimental category amateur-built, flex-wing aircraft with weight-shift controls.

(a) AFS-800's concern is that the requirements of § 61.45(b) and (c) may not have been fulfilled by this unconventional aircraft (i.e., an experimental category amateur-built, flex-wing aircraft with weight-shift controls) presented for the practical test. This aircraft had both unconventional flight controls and/or operating characteristics, as described above. The use of this and similar aircraft may prevent the applicant from performing all of the tasks required for the practical test, and any pilot certificate issued as a result of that practical test would have to contain appropriate limitations when deemed appropriate (i.e., as required by § 61.45(b)(2)). In the subject case, no limitations were placed on the certificate nor were any deemed appropriate.

(b) FAA ASIs and examiners are responsible for ensuring that an applicant adequately meets all the appropriate training and certification requirements of part 61 before issuing the pilot certificate. It is especially important that, before issuing a pilot certificate, applicants perform all required tasks outlined in the appropriate PTS for the aircraft category and class rating and at the appropriate pilot certification level sought. If not, the pilot certificate must contain appropriate operating limitations. In FAA Order 8710.3, Designated Pilot and Flight Engineer Examiner's Handbook, as well as this order, guidance that is related to the scope of airman training or certification permitted or prohibited in hang gliders, ultralights, and similar vehicles will be upgraded to reflect advances made in aircraft technology and their authorized use under part 61.

(2) Except as provided in § 61.45, an aircraft used on a practical test must be equipped for each area of operation and task required by the appropriate PTS. The equipment shall have no operating limitations that would prohibit the aircraft's use in any of the required areas of operation and tasks. The aircraft must have at least two pilot stations with adequate visibility for safe operation and, when the examiner is in a jump seat, the aircraft's flight deck and outside visibility must be adequate to permit the examiner to evaluate the applicant's performance.

D. View Limiting Device. During the practical test for an instrument rating or other ratings requiring a demonstration of instrument proficiency, the applicant must provide equipment, satisfactory to the inspector, which prevents flight by visual reference.

E. Single Controls. At the discretion of the inspector, an aircraft furnished by the applicant may have a single set of flight controls. In this situation, the

inspector observes the applicant from the ground or from another aircraft.

(1) Tests for the addition of aircraft class or type ratings to private and commercial pilot certificates may be conducted in single-control or single place aircraft under § 61.45(e)(1) and (2).

(2) Pilot certificates issued following successful completion of a flight check conducted in a single-place gyroplane in accordance with § 61.45(e)(2) must bear the following limitation: "PRIVATE PILOT, ROTORCRAFT SINGLE-PLACE GYROPLANE ONLY" or, for a certificate of a higher grade than private, "ROTORCRAFT SINGLE-PLACE GYROPLANE, PRIVATE PILOT PRIVILEGES ONLY."

F. Self-Launching Gliders. Aircraft certificated as gliders with self-launching capability cannot be used for any airplane practical test, since there are no dual airplane-glider category designations. Inspectors can determine the category of an aircraft by examining the airworthiness certificate.

10. PRACTICAL TEST DISCONTINUATION. Environmental, mechanical, or personal situations can occur that cause the practical test to be discontinued. If this occurs, the inspector shall assure the applicant that he/she has not failed the practical test and shall attempt to reschedule the test as soon as possible. The most frequent reasons for discontinuance of a practical test are weather, unforeseen mechanical problems, and applicant incapacitation.

A. Weather. A test could be postponed by rapidly changing weather. For example, at the conclusion of the knowledge demonstration portion of the practical test, the inspector and the applicant may discover that lowered ceilings or visibility would preclude a safely conducted flight.

B. Mechanical Problems. The applicant may discover, during preparation for the flight portion of the test, a mechanical problem that would preclude safe conduct of the flight. For example, preflight examination could reveal that the wrong grade of fuel had been placed in the aircraft. In this case, an appropriate inspector should issue an aircraft condition notice or a Special Flight Permit to the owner/operator after inspection of the aircraft.

C. Medical Problems. The applicant or inspector could experience medical problems (e.g., severe headaches or sinusitis because of pressure changes)

after the test has begun. The test should be discontinued immediately at either the applicant's or the inspector's suggestion.

D. Letter of Discontinuance. When a practical test is discontinued for reasons other than unsatisfactory performance, FAA Form 8710-1 and the airman test results will be returned to the applicant. At that time, the inspector signs and issues a letter identifying the portions of the practical test that were successfully completed (see Figure 1-4).

(1) A copy of the letter should be retained by the inspector for recording work accomplishment.

(2) The applicant may use the letter to show an inspector or examiner which portion of the practical test was successfully completed, provided that another test is attempted within 60 days. When the test is resumed, the letter shall be forwarded to AFS-760 and made a part of the airman's certification file. Inspectors shall reexamine the applicant on any area of the operation where the inspector doubts the applicant's competence.

(3) When more than 60 days have elapsed since the original practical test and issuance of a Letter of Discontinuance, the credit conveyed by the Letter of Discontinuance is no longer valid and the inspector shall examine all required areas of operation.

11. IMPLEMENTATION OF SPECIAL FEDERAL AVIATION REGULATION (SFAR) 73: ASI RESPONSE TO AUTHORIZATION AND ENDORSEMENT REQUESTS. SFAR 73 establishes special training and experience requirements for pilots operating the Robinson model R-22 or R-44 helicopters. The FAA has determined that this SFAR is needed to respond to a number of accidents involving the Robinson model R-22 and R-44 helicopters. The intended effect of this action is to increase awareness of the potential hazards of particular flight operations in the Robinson helicopters. Many of these accidents are attributed to pilot performance or experience leading to low rotor rotations per minute (rpm) or low G conditions that resulted in mast bumping or rotor/airframe contact accidents. Its small size and relatively low operating costs result in its use as a training or small utility aircraft, and operation by a significant population of relatively inexperienced helicopter pilots.

12. ENGINE SHUTDOWN ON MULTIENGINE AIRPLANES DURING PRACTICAL TESTS.

A. Requirement to Simulate Engine Failure. Inspectors and examiners are required to simulate an engine failure when giving practical tests in multiengine airplanes, to determine an applicant's ability to recognize a failed engine and follow the prescribed checklist procedures while maintaining positive control of the airplane. Accidents that have occurred during some of these practical tests may have been caused by shutting off the mixture control to simulate an engine failure when in the traffic pattern at an airport. As a result of such occurrences, the National Transportation Safety Board (NTSB) has recommended that instructors and examiners substitute a reduction of power at altitudes below 3,000 feet above ground level (AGL) to simulate engine failure. FAA's policy requires pilot applicants, for the initial issuance or the addition of an airplane multiengine class rating, to receive flight instruction in propeller feathering in any multiengine airplane equipped with propellers that can be safely feathered and unfeathered in flight. To ensure that this policy is applied, the note in FAA PTS under Emergency Operations, Maneuvering with One Engine Inoperative, has been revised to read, "The feathering of one propeller shall be demonstrated in flight, in multiengine airplane equipped with propellers which can be safely feathered and unfeathered in flight...".

B. Procedures. Inspectors and examiners conducting practical tests in multiengine airplanes should discuss the method to be used in simulating an engine failure with the applicant before the test. Inspectors and examiners should use caution in shutting down an engine with the mixture control since in some engine installations, such action may preclude a timely engine restart or may damage the engine. In no case should the mixture control be used to simulate engine failure below 3,000 feet AGL. Rather, a reduction in power should be used to simulate an engine failure unless other procedures are recommended by the manufacturer. In such cases, the inspector or examiner should discuss the manufacturer's recommended procedures with the applicant prior to the flight. It is the FAA's policy that these recommended procedures be followed as prescribed.

13. PRACTICAL TESTS IN MILITARY AIRCRAFT. Inspectors are occasionally required to administer practical tests in military aircraft. The aircraft provided by the applicant must be equipped to perform all maneuvers required on the test.

A. Aircraft Authorization. After a request for a practical test is received, an appointment for the test is arranged between the inspector and applicant. At the

time of the request, the applicant should be informed that he/she will be required to present a letter from the commanding officer or the operations officer of the military organization, stating that the applicant is authorized to use the aircraft for a practical test from the FAA, and that all maneuvers required for the test are authorized to be conducted in the aircraft. Without the official, original letter accompanying the application, no part of the test (e.g., oral, simulator check, or preflight operations) should be given.

B. Delineation of Responsibility. A clear understanding of responsibility among the inspector, district office manager, and military organization must be maintained, so that no question of accident or injury claim liability exists. The Federal Employees Compensation Act requires managers to certify whether an employee was on official government duty whenever a claim for an injury or death is submitted. Employee official travel must be identified by the date and time of its beginning and end. An FAA inspector must be on “official FAA duty” while conducting such practical tests.

C. Airline Transport Pilot (ATP) Practical Tests. An area of concern is the administration of an ATP certification practical test in a large aircraft for which there is no civil counterpart. Current policy provides for inspectors to give such tests with an appropriate class rating, even though an aircraft type rating is not concurrently issued. Emphasis is placed on ensuring that the aircraft is properly equipped to perform all flight maneuvers and that all equipment is functional before flight. Additionally, the aircraft must be properly equipped for the inspector (e.g., jump seat, communications panel, oxygen provisions). At the conclusion of the flight test, the inspector should enter the appropriate category or class rating on the certificate with any appropriate limitation, such as center thrust only, VFR only, etc.

D. Examiners. DPEs who are asked to conduct practical tests in military aircraft should follow the above guidelines.

E. Limited-to-Center Thrust Limitation.

(1) The military aircraft listed below have no V_{MC} established by the manufacturer. Other military multiengine airplanes may exist now or in the future for which there is no published data on V_{MC} . Military pilots who can only show qualification in those kinds of

multiengine airplanes may only be issued a multiengine airplane rating with the limitation “Limited-to-Center Thrust.”

- (a) T-2B/C Rockwell Buckeye.
- (b) T-37 Cessna 318.
- (c) T-38 Northrop Talon.
- (d) F-4 McDonnell-Douglas Phantom.
- (e) F-111 General Dynamics F-111.
- (f) F-18 Northrop-McDonnell-Douglas Hornet.
- (g) A6-E Grumman American Intruder.
- (h) A-10 Fairchild Republic Thunderbolt II.
- (i) F-15 McDonnell-Douglas Eagle.
- (j) F-14 Grumman F-14.
- (k) F-117 Lockheed Stealth.
- (l) F-22 Boeing/McDonnell F-22.

(2) The “Limited-to-Center Thrust” limitation is not placed on a pilot certificate when the airplane has a V_{MC} published on the airplane’s type certificate data sheet or approved flight manual.

(3) If the holder of a pilot certificate with the limitation “Limited-to-Center Thrust” can show the limitation was issued in error, the limitation may be removed upon reapplication. A temporary airman certificate is issued without the limitation.

(4) Multiengine airplanes may be added or deleted from the above list as necessary. Any questions about other multiengine airplane makes and models that are “Limited-to-Center Thrust” should be directed to FAA Headquarters, Certification Branch, AFS-840.

(5) An applicant who requests issuance of a multiengine airplane rating in a multiengine airplane not listed in subparagraph 13E(1) may inquire directly to FAA Headquarters, AFS-840, to determine if any limitations are necessary.

F. Removal of Limited-to-Center Thrust Limitation from the Airplane Multiengine Land Rating. The Limited-to-Center Thrust limitation for the airplane multiengine land rating is issued to applicants who complete the practical test for the airplane multiengine

land rating in an aircraft that does not have a manufacturer's published V_{MC} . The following policy is established to ensure that proper and standardized procedures are followed when conducting a practical test for removal of the "Limited-to-Center Thrust" limitation from the airplane multiengine land rating. When conducting a practical test for the purpose of removing the "Limited-to-Center Thrust" limitation from the airplane multiengine land rating, the applicant must be tested using the current edition of the applicable PTS, and per the following conditions:

(1) Removal of the "Limited-to-Center Thrust" limitation at the Private Pilot certificate level will require an applicant to satisfactorily perform the following area of operation and tasks from the Private Pilot Practical Test Standards (FAA-S-8081-14) during the practical test in a multiengine airplane that has a manufacturer's published V_{MC} .

(a) Area of Operation X, Emergency Operations.

- Task B: Maneuvering with One Engine Inoperative
- Task C: Engine Inoperative—Loss of Directional Control Demonstration
- Task D: Engine Failure During Takeoff Below V_{MC}
- Task E: Engine Failure After Lift-Off (Simulated)
- Task F: Approach and Landing with an Inoperative Engine (Simulated)

(2) Removal of the "Limited-to-Center Thrust" limitation at the commercial pilot certificate level will require an applicant to satisfactorily perform the following area of operations and tasks from the current Commercial Pilot Practical Test Standards (FAA-S-8081-12) during the practical test in a multiengine airplane that has a manufacturer's published V_{MC} .

(a) Area of Operation I: Preflight Preparation.

- Task H: Principles of Flight—Engine Inoperative

(b) Area of Operation X: Emergency Operations.

- Task B: Engine Failure During Takeoff Before V_{MC} (Simulated)
- Task C: Engine Failure After Lift-Off (Simulated)
- Task D: Approach and Landing with an Inoperative Engine (Simulated)

(c) Area of Operation XI: Multiengine Operations.

- Task A: Maneuvering with One Engine Inoperative
- Task B: V_{MC} Demonstration

(3) Removal of the "Limited-to-Center Thrust" limitation at the Airline Transport Pilot certificate level will require an applicant to perform satisfactorily the following area of operations and tasks from the current Airline Transport Pilot and Aircraft Type Rating Practical Test Standards (FAA-S-8081-5), and also the following area of operations and tasks from the FAA-S-8081-12 during the practical test in a multiengine airplane that has a manufacturer's published V_{MC} .

(a) From the Airline Transport Pilot and Aircraft Type Rating Practical Test Standards (FAA-S-8081-5).

(b) Area of Operation III, Takeoff and Departure Phase.

- Task C: Powerplant Failure During Takeoff
- Task D: Rejected Takeoff

(c) Area of Operation IV, Inflight Maneuvers.

- Task C: Powerplant Failure—Multiengine Airplane

(d) Area of Operation VI, Landings and Approaches to Landings.

- Task C: Approach and Landing with (Simulated) Powerplant Failure—Multiengine Airplane

(e) From FAA-S-8081-12.

(f) Area of Operation I, Preflight Preparation.

- Task F: Principles of Flight—Engine Inoperative

(g) Area of Operation VIII, Emergency Operations.

- Task C: Engine Inoperative—Loss of Directional Control Demonstration

NOTE: For the guidance contained in paragraph 13F(3), an applicant may use a flight simulator or FTD that is representative of a multiengine airplane that has a manufacturer's published V_{MC} ; and used in accordance with a program approved for a part 142 certificate holder.

14. REPEATING MANEUVERS ON PRACTICAL TESTS. A maneuver that is not performed to the required standard during a practical test may not be repeated unless one of the following conditions applies:

A. Discontinuance. Discontinuance of a maneuver for valid safety reasons (e.g., a go-around or other procedure necessary to modify the originally planned maneuver).

B. Collision Avoidance. Inspector intervention on the flight controls to avoid another aircraft the applicant could not have seen due to position or other factors.

C. Misunderstood Requests. Legitimate instances when applicants do not understand an inspector's request to perform a specific maneuver. An applicant's

failure to understand the nature of a specified maneuver being requested is not grounds for repeating a maneuver.

D. Other Factors. Any condition under which the inspector was distracted to the point that he or she could not adequately observe applicant performance of the maneuver (radio calls, traffic, etc.).

15. ACCIDENTS AND INCIDENTS DURING PRACTICAL TESTS.

A. Inspector's Responsibilities. In the event that an accident or incident should occur during a practical test, the inspector must follow the prescribed procedures in volume 2, chapters 167 and 168. The safeguarding of lives and property should be the highest priority following an accident or incident.

B. Additional Procedures. In addition to the procedures in volume 2, chapters 167 and 168, the inspector must observe the following procedures in the event of an accident or incident during a practical test:

(1) Do not make any statements to investigators, such as NTSB representatives, other inspectors, FAA attorneys, or reporters as to the course or circumstances of the accident/incident without clearance from the FAA Litigation Division, AGC-400.

(2) Refer reporters, if any, to the FAA Office of Public Affairs.

(3) Call AGC-400 as soon as practical after involvement in an accident/incident.

(4) Call the Regional Communications Center as soon as practical after involvement in an accident or incident.

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SECTION 4. APPLICATION FOR AIRMAN CERTIFICATES OR RATINGS

1. GENERAL. Any certification function that might affect a pilot certificate or rating requires that FAA Form 8710-1, Airman Certificate and/or Rating Application, be filled out by the airman requesting the action (e.g., a practical test for a pilot certificate or rating, a pilot proficiency check, or knowledge and skill test).

2. COMPLETING FAA FORM 8710-1.

A. Instructions. Instructions for accurate completion of this form (Figure 1-5) are included on a tear-off sheet at the top of the form.

B. Special Emphasis Items. Particular attention should be paid to the following items:

(1) In section I, block A on the application, ensure the correct order of the applicant's legal name (e.g., Brown, Michael William).

(2) In section I, block B on the application, the social security number (SSN) is optional. If the SSN is unavailable for FAA use, enter "DO NOT USE." If the applicant does not have an SSN, enter the word "NONE." Do *not* leave this area blank.

(3) In section I, block C on the application, ensure the month and day are in the correct order (e.g., 08 30 1948).

(4) In section I, block D on the application, if the applicant's place of birth is outside the United States, ensure the applicant has identified the city and country (e.g., Mexico City, Mexico).

(5) In section I, block F on the application, if the applicant claims dual citizenship, ensure the applicant's primary country is listed in this section. The temporary pilot certificate will show the second country in the limitation field (e.g., "Dual citizenship includes the country of France").

(6) In section I, block H of the application, the applicant must indicate height in inches. Foreign applicants must convert to U.S. measurements (1 in. = 2.54 cm; 1 cm = 0.3937 in).

(7) In section I, block I of the application, the applicant must indicate weight in pounds. Foreign applicants must convert to U.S. measurements (1 lb = 0.4536 kgs; 1 kg = 2.20 lbs).

(8) In section III of the application, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the airman certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in section III even though the graduation certificate is evidence of having completed the course of training. If aeronautical experience has no bearing on the airman certification action sought, it is not necessary for an applicant to complete section III. For flight instructor renewal applications, ground instructor qualification applications, and pilot type rating applications, aeronautical experience would not have a bearing on the airman certification action; thus, the applicant would not be required to complete section III of the application. However, all applicants are encouraged to complete section III because the application remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(9) The instructor's recommendation on the application shall be accepted as meeting the required endorsements prescribed under § 61.39(a)(6).

(10) In the Aviation Safety Inspector or Technician Report section, the inspector checks "Approved" or "Disapproved," as appropriate.

(11) The inspector indicates the certificate or rating for which the applicant was tested, the type of aircraft used, and its registration number. If more than one aircraft was used, all aircraft must be listed and all registration numbers provided.

(12) The inspector must check all applicable boxes on the application. Inspectors must include the location of the test and the duration of both ground and flight tests.

(13) In the Aviation Safety Inspector or Technician Report section of the application, the ASI/AST dates and signs the application and enters his or her own pilot certification number (requirement for ASIs) and district office acronym (requirement for ASIs and ASTs). If the inspector or Aviation Safety Technician is accepting the recommendation of a Designated Examiner, ensure the "Designated Examiner's Report" is completed in its entirety and mark the Examiner's Recommendation and Accepted/Rejected boxes.

(14) In the Attachments section, the inspector must check all applicable boxes on the application.

C. Revisions. The Airman Certification Branch, AFS-760, is advised to accept FAA Form 8710-1 with either clearly legible pen and ink changes to the boxes provided on the form or a legible attachment to the form that shows the required flight experience and certified to by the applicant. This includes the entries for SIC time. ASIs should ensure that DPEs and aircrew program managers are made aware of this procedure.

D. Clarification Criteria and to Highlight Changes to FAA Form 8710-1.

(1) DPEs are required to check the block in the Designated Examiner's Report section of FAA Form 8710-1, which states, "I have personally reviewed this applicant's pilot logbook, and certify that the individual meets the pertinent requirements of 14 CFR part 61 for the pilot certificate or rating sought," for applicants with part 141 school graduation certificates. Checking this block confirms that the DPE has validated the part 141 school graduate's compliance with § 61.71.

(2) Under the provisions of § 61.71, an applicant who graduates from an approved training program under part 141 meets the applicable aeronautical experience, aeronautical knowledge, and areas of operation requirements of part 61, if the applicant presents the graduation certificate and passes the required practical test within the 60-day period after the date of graduation.

(3) The DPE's review of the records of practical test applicants with part 141 school graduation certificates is equivalent to the DPE's personal verification that the instructor's signature on FAA Form 8710-1 correctly indicates that the applicant meets all applicable requirements.

(4) FSDOs should remind district DPEs of the requirement to check the three applicable blocks in the Designated Examiner's Report section of FAA Form 8710-1 for practical test applicants with part 141 school graduation certificates. FSDOs should also ensure that DPEs understand the format changes in the current edition of FAA Form 8710-1.

(5) Alcohol-Related Offenses.

(a) Section I, block U of FAA Form 8710-1 now omits reference to motor vehicle operations involving alcohol-related offenses. However, in the instructions for completing the form, the reference to alcohol was inadvertently left in. The reference to alcohol will be deleted from the instructions in future editions and should be disregarded in the interim.

(b) Although motor vehicle operations involving alcohol related offenses was purposely removed from block U on FAA Form 8710-1, an applicant's compliance with § 61.15 must still be determined. This should be adequately ensured by the medical examiner through the issuance of the airman's medical and/or information to be reported by the airman and available to the FAA through the National Driver Registry.

(6) Block E, Completion of Air Carrier's Approved Training Program, is added to section II of FAA Form 8710-1. For applicants applying for a certificate or rating on the basis of the completion of an air carrier's approved training program, the name of the air carrier, the date of completion for the program, and the appropriate category of training must be indicated in section II, block E.

3. VERIFICATION OF APPLICANT'S IDENTITY. The FAA recognizes the need for increased scrutiny of applicants' identification. This ensures the actual identity of the pilot certificate applicant and helps the inspector establish the applicant's eligibility. The inspector shall require positive identification from each person presenting FAA Form 8710-1.

A. Deficiencies. The FAA Drug Enforcement Assistance Act of 1988 identified the following deficiencies with regard to issuance of airmen certificates:

(a) The use of fictitious names and addresses by applicants for certification;

(b) The use of stolen or fraudulent identification in applying for certificates and ratings;

(c) Use of a post office box or mail drop as a return address for the purpose of evading identification of the applicant's address;

(d) The use of counterfeit and stolen airman certificates; and

(e) The absence of information concerning physical characteristics of holders of certificates.

B. Applicant Identification Procedures. To ensure proper identification of pilot certificate applicants, and address deficiencies specified in the Drug Enforcement Assistance Act, the FAA has implemented the following procedures for field offices and DPEs:

(1) All applicants for airman certificates must apply in person and present positive identification at the time of application. Such identification must include an official photograph of the applicant, the applicant's signature, and the applicant's residential address, if different than the mailing address. This information may be presented in more than one form of identification.

(2) An examiner or inspector shall not accept a post office box address on an airman certificate application from an applicant who resides on a rural route, boat, or in some other location that requires the use of a post office box, mail drop, or rural route number for an address, unless the applicant provides the geographical location of his or her residence on a separate piece of paper and attests by signature the preference or need for the use of a post office address. In the case of an applicant that resides on a boat, the boat document number or vessel registration number must be provided. The examiner attaches this paper to FAA Form 8710-1.

(3) FAA Form 8710-1 provides a space for the inspector or examiner to record the type of identification and number submitted (e.g., Virginia driver's license number 123-45-6789).

(4) When an airman cannot provide a permanent residence address (i.e., as in the case where the person resides in a motor home or is in the process of moving), it is permissible to allow the airman to use his/her parent's or friend's permanent address as his/ her permanent address. However, the airman should be reminded of the requirements of § 61.60 for change of address.

C. Acceptable Methods of Identification. Acceptable methods of identification include, but are not limited to, drivers' licenses, government identification cards, passports, and other forms of identification that meet the requirements of paragraph 3B(1).

D. Alternative Methods of Identification. Some applicants may not possess suitable identification as described above. In the case of an applicant under age 18, the applicant's parent or guardian may have to accompany the applicant and identify themselves as described above. The parent or guardian may then attest to the applicant's identity. For all other applicants, the identification procedures employed must be such that the inspector or examiner can positively identify the applicant in a manner acceptable to the inspector or examiner. In such cases, the identification procedures employed must be disclosed by the inspector or examiner on the application or, if necessary, in a separate statement. Furthermore, if the applicant appears before a designated examiner, the examiner must obtain approval from the supervising FAA district office for the identification procedure employed. If necessary, applicants may need to apply in person at the FAA field office, complete the required identification procedures, then obtain an authorization to appear before the examiner for the practical test.

E. Flight Instructor Renewals. If a certificated flight instructor is unable to appear in person before a representative of the Administrator, that instructor may establish his or her identity before either a notary public, a consular official of the U.S. State Department, or the airman's U.S. Armed Forces commanding officer. The procedure described in the following paragraphs is not meant to preclude the FAA from exercising its prerogative to require an instructor applicant to demonstrate his or her qualifications to hold the certificate, if deemed appropriate.

(1) The applicant and certifying official must complete an appropriate identification affidavit, and the affidavit must be attached to FAA Form 8710-1. Care must be taken to use the same document(s) for identification on both the affidavit and the bottom of the reverse side of FAA Form 8710-1.

(2) The applicant must send FAA Form 8710-1, the identification affidavit, a valid Flight Instructor Refresher Clinic (FIRC) graduation certificate, and an unexpired flight instructor certificate to the FSDO of the applicant's choice. The documents must arrive at the FSDO before the flight instructor certificate expires to be accepted for renewal.

(3) The receiving FSDO will process the application for renewal in the normal fashion. FAA Form 8710-1, the identification affidavit, superseded flight instructor certificate, and temporary airman

certificate will be forwarded to the Airman Certification Branch, AFS-760. Provided that the application package is complete and the FAA has no reason to require a demonstration of proficiency by the airman, the flight instructor certificate will be issued and mailed to the applicant. The FSDO will return the FIRC graduation certificate and the temporary certificate to the applicant.

F. Applicant Identification Anomalies. When pilot certificate applicants present forms of identification that are unacceptable under this chapter, inspectors and examiners should be alert for any indication of fraudulent or altered forms of identification or other irregularity that may indicate an attempt by the applicant to falsely represent his or her identity. Any such indication should be reported immediately to the nearest Civil Aviation Security Field Office or Regional Civil Aviation Security Division. Title 49 U.S.C., § 46306 (formerly § 902(b) of the FA Act), was amended to make willful or fraudulent misrepresentation for the purpose of applying for any FAA certificate grounds for criminal penalties of up to \$15,000 and 3 years imprisonment or, if connected with transportation of controlled substances by aircraft, fines of up to \$25,000 and 5 years imprisonment.

G. Notification of Examiners. RFSD managers shall ensure that all FSDOs provide copies of this information to all DPEs. District offices should also brief examiners on these procedures during regular examiner surveillance, annual examiner meetings, or other examiner contacts.

H. Public Notification. Public notice of these procedural changes shall be made by FAA headquarters. Field offices are authorized to describe the contents of this information to the public. Any questions that cannot be resolved may be directed to FAA Headquarters, Certification Branch, AFS-840.

4. DRUG CONVICTIONS AND APPLICATION.

FAA Form 8710-1 asks in block U, "Have you been

convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?" The applicant must check yes or no, as appropriate (refer to § 61.15).

A. No, Checked. If the "No" box is checked, the inspector conducts the practical test and, if appropriate, issues the airman certificate as usual. If it is determined later that the applicant should have checked "Yes," the inspector should follow established procedures in Volume 2, Chapter 182, Conduct an Investigation to Determine Compliance, and FAA Order 2150.3, Compliance and Enforcement Program, regarding falsification of application.

B. Yes, Checked. If the applicant indicates "Yes," the applicant must indicate the date of conviction.

(1) If the date of final conviction is more than 1 year before the date of application, the inspector should conduct the practical test and, if appropriate, issue the airman certificate as usual.

(a) An inspector must attach a note to the airman's application before it is sent to AFS-760 to indicate that there has been a narcotics conviction more than 1 year before the date of application. AFS-760 shall advise the appropriate regional flight surgeon.

(b) An examiner must contact an operations inspector in the nearest district office and advise the inspector that the file indicates a narcotics conviction more than 1 year before the date of application. The operations inspector receiving this notification shall advise the appropriate regional flight surgeon of the situation.

(2) If the applicant checks the "Yes" box and the date of final conviction is less than 1 year before the date of application, the inspector must deny the application and issue a notice of disapproval. No practical test shall be conducted. The notice of disapproval shall state that the application was denied because of a narcotics conviction.

SECTION 5. ISSUANCE OF TEMPORARY CERTIFICATES

1. GENERAL. This section provides general guidance on the preparation and issuance of FAA Form 8060-4, Temporary Airman Certificates (Figure 1-6). Inspectors should refer to specific task chapters for detailed information on limitations that appear on FAA Form 8060-4.

2. TEMPORARY AIRMAN CERTIFICATES. A temporary certificate should be issued by the inspector each time a pilot certificate is issued or amended. When an applicant has met all requirements for a certificate or rating, the inspector who conducted the practical test prepares FAA Form 8060-4.

A. Duration. Temporary airman certificates are valid for 120 days after the date of issuance. This time period is based on the workload of the Airmen Certification Branch, AFS-760, in Oklahoma City, Oklahoma.

(1) If, after 120 days, the permanent certificate has not been received, the airman may be issued another temporary certificate but only by an inspector. If a pilot certificate is delayed at a district office for the correction of errors, or otherwise, until the temporary certificate has less than 30 days of validity, the inspector who forwards the file shall, at that time, issue a new temporary certificate for an additional 120-day period. A temporary certificate shall not be reissued in the field without prior clearance from AFS-760. This is to preclude the inadvertent extension of a temporary certificate that is improperly issued, or issued to a person subject to a stop order.

(2) If an examiner issued the original FAA Form 8060-4, the inspector must telephone the examiner whose name appears on the original temporary certificate to verify that the certificate was issued. The reissued temporary certificate shall have the new date of issuance and any limitations placed on the original temporary certificate.

(3) A reissued temporary certificate is also valid for 120 days. If further delay occurs, the airman should contact the nearest district office before the expiration date on the temporary certificate. The district office shall query AFS-760 on the status of the permanent certificate.

B. Field Issuance. An inspector "in the field" who has no access to a typewriter or computer may issue a handwritten temporary airman certificate, provided the

inspector prints all necessary information legibly. The handwritten copy can be issued to the applicant, but a typed copy should be sent to AFS-760.

C. Temporary Certificate Preparation.

(1) Sections I and II of FAA Form 8060-4 are preprinted.

(2) In section III, the inspector enters either the applicant's SSN or the superseded airman certificate number, as appropriate.

(a) The airman knowledge test, airman certification and/or medical certification forms provide a space for an applicant to furnish his or her social security number (SSN).

(b) Disclosing the SSN information is optional. When it is furnished, enter the applicant's SSN, without dashes or spaces, in block III of FAA Form 8060-4 as the certificate number.

(c) If an applicant does not wish to disclose the SSN, no attempt shall be made to secure the number and the word "PENDING" should be entered in block III in lieu of a certificate number.

(d) The following are exceptions:

1. Flight instructor certificates shall be assigned the same number as the corresponding pilot certificate with the suffix, CFI.

2. An applicant who previously held an airman certificate of the same category that expired or was revoked may be issued the same certificate number, by request, if the applicant presents proof of the previous certificate.

(e) For the reissuance of certificates, the previously assigned certificate number shall continue to be shown in block III. Enter the applicant's SSN, without dashes or spaces, on FAA Form 8060-4 immediately above the date of birth. This number shall subsequently appear on the permanent airman certificate above the date of birth. If no SSN is provided by the applicant, make no entry above the date of birth. An airman certificate may be reissued when an airman requests that a certificate number correspond with the airman's SSN. FAA Form 8060-4, FAA Form 8710-1, and the superseded airman certificate must be forwarded to AFS-760 for processing. A

change of number may also be made when the certificate is being reissued for another reason.

(3) In section IV, the inspector enters the airman's name exactly as it appears on the application. However, "MI" or "NMN" are not used on FAA Form 8060-4.

(4) In section V, the inspector enters the airman's address as it appears on the application.

(5) In section VI, the inspector enters the airman's personal identification information as it appears on the application.

(6) Section VII is where the applicant signs the temporary certificate in ink.

(7) FAA Form 8060-4 does not have a section numbered VIII.

(8) In section IX, the inspector indicates the type of pilot certificate (e.g., private, commercial, airline transport).

(9) FAA Form 8060-4 does not have a section numbered XI.

(10) In section XII, the inspector lists the ratings associated with the certificate.

(11) In section XIII, the inspector indicates any limitations associated with the certificate or rating.

(12) The inspector checks the appropriate box for either original issuance or reissuance of the certificate grade. If an airman certificate has been superseded, the inspector enters the date the superseded certificate was issued.

(13) In section X, the inspector indicates the date of issuance and signs the certificate. The inspector also indicates the acronym of the district office, including the region, and inspector's pilot certificate number. "Designation Expiration" dates do not apply to inspectors.

(a) Inspectors shall include their pilot certificate number in the Inspector's Reg. No. of the temporary airman certificate.

(b) Inspectors should sign in ink on both the original and the copy of the temporary certificate, and their names should be typed (or printed legibly) beneath the signature.

(c) The applicant should sign in ink on both the original and the copy of the temporary airman certificate.

D. Use of More than One FAA Form 8060-4 for Multiple Ratings. If an applicant qualifies for more ratings and limitations than can be properly placed on one FAA Form 8060-4, more than one form can be used. Each certificate should fully identify and describe the holder and bear a notation showing the number of forms comprising the complete certificate (Figure 1-7).

E. Limitations. Because of specific operating conditions, pilot certificates may bear certain limitations. The airman may not perform the operation being limited until satisfactorily demonstrating the ability to do so. Limitations for various situations can be found in the related tasks dealing with specific certificates or ratings. Following are some general considerations concerning limitations:

(1) All applicants must be able to read, speak, write, and understand the English language. Only an applicant who is unable to meet one of these requirements due to medical reasons (e.g., hearing impaired), is permitted to be issued a pilot or flight instructor certificate. In this case, the Administrator may place such operating limitations on that applicant's certificate as are necessary to ensure the safe operation of the aircraft. For example, the limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" may be placed on the applicant's certificate. Only an FAA ASI is authorized to remove the limitation from a certificate. Examiners may not do so unless specifically authorized by the supervising FSDO.

(a) Several questions have been raised concerning the standards and the testing to determine whether an applicant can read, speak, write, and understand the English language. While there are no PTS established to ascertain the applicant's English language ability, the following examples may be used as guidelines in this evaluation (see AC 60-28, English Language Skill Standards Required by 14 CFR Parts 61, 63, and 65):

1. An inspector may ask the applicant to listen to a tape recording of an air traffic control clearance or instructions, then ask the applicant to speak and explain the clearance or instructions back to the examiner in the English language.

2. An applicant may be asked to write down in English the meaning of an air traffic control clearance, instructions, or a weather report, then asked to speak and explain the clearance, instructions, or weather report back to the examiner in the English language.

(b) The intent is not to require the applicant to read, speak, write, and understand the English language at college level standards. A common sense approach should be used in evaluating an applicant for this requirement.

(c) A flight test is not normally required for removal of an English language limitation unless the inspector feels it is necessary for the airman to demonstrate the ability to communicate with and understand the instructions of air traffic control in an actual flight situation.

(d) If the inspector chooses not to conduct a flight test, the inspector should take the applicant to as private an area as possible, away from an instructor or friends, who may have accompanied the applicant, to prevent "coaching."

(e) Through directed conversation, the inspector should be able to determine how well the applicant understands and speaks English. Answers to questions about the applicant's place of birth, length of stay in the U.S., or aeronautical experience should be logical and related. Presence of a pronounced accent, as long as the person can be understood, is not sufficient reason for denial of removing the limitation.

(f) When the airman successfully demonstrates the ability to read, speak, write, and understand English, the inspector shall issue the airman a temporary airman certificate with appropriate category and class ratings but without the previous limitation. Additional information is found in section 10, Miscellaneous Certification Information.

(g) Airmen who regain their hearing or speech can have this limitation removed by passing a special medical flight test given by an inspector (see Volume 2, Chapter 27, Conduct a Special Medical Flight Test).

(2) The pilot certificate of a glider pilot will be issued without any limitations.

NOTE: As a result of the revision to § 61.31(j), the glider rating will no longer contain limitations on the person's pilot certificate. In place of the limitations, the new § 61.31(j) requires a person to receive training and a logbook endorsement in order to perform a certain kind of launch operation. For example, if a person seeks ground launch privileges, that person will be required to receive training from an authorized instructor and receive a logbook endorsement authorizing ground launch privileges. When that person seeks aero tow launch privileges, again that person will be required to receive training from an authorized instructor and receive a logbook endorsement authorizing aero tow launch privileges. The same procedure applies to self-launching privileges. However, persons currently holding those limitations shall continue to hold those limitations until that person upgrades his or her launch privileges and then the person may surrender his or her certificate and receive a new certificate without the limitations.

F. Disposition of File.

(1) Inspectors should have the applicant review the information on the temporary airman certificate to ensure accuracy.

(2) The certification file, particularly the temporary airman certificate, should be thoroughly reviewed for correct wording of limitations. The inspector must make sure of the following:

(a) No privileges have been removed.

(b) No authorizations have been issued for which an applicant is not eligible or on which he or she has not been tested.

(3) As a reminder, the inspector must keep in mind what ratings the applicant walked in with, what is being applied for, and what ratings should be issued upon successful completion of any required tests. For example:

Applicant Has	Applying For	If Passes, Should Get
ATP-AMEL Commercial Privileges ASEL Private - Glider - Aero Tow Only B-747, CE-500 VFR Only	Commercial- Glider	ATP-AMEL Commercial - ASEL, Glider B-747, CE-500 VFR Only

(4) Questions concerning ratings and limitations that are not addressed in this order should be directed to the regional office or AFS-760.

(5) The inspector completes the inspector's certification on the application only after he or she is satisfied that the applicant is qualified, the certificate and ratings have been properly issued, and the file is accurate and complete. AFS-760 returns files containing errors or discrepancies to the endorsing inspector for amendment or correction.

(6) When an inspector determines that the applicant meets all eligibility requirements and the

applicant passes the practical test, the inspector issues a temporary certificate with appropriate category and class ratings and any necessary limitations.

(7) The inspector may endorse the airman's logbook and returns his or her medical certificate.

(8) The inspector forwards the completed FAA Form 8710-1, the original temporary airman certificate, the knowledge test report, and the superseded pilot certificate, if separate from the medical certificate, to AFS-760.

(9) It is essential that certification files reach AFS-760 promptly to permit issuance of permanent certificates before the 120 days expire.

(10) An inspector who conducts a certification practical test, accepts a certification file from a DPE, or accepts a file from an approved part 141 pilot school that holds examining authority, is responsible for the completeness and accuracy of the file.

SECTION 6. ISSUANCE OF NOTICES OF DISAPPROVAL OF APPLICATION

1. GENERAL. This section provides general guidance on preparing and issuing FAA Form 8060-5, Notice of Disapproval of Application (Figure 1-8). Inspectors should refer to specific chapters for detailed information on the limitations that appear on FAA Form 8060-5.

2. NOTICE OF DISAPPROVAL OF APPLICATION. If an applicant's performance is unsatisfactory in the demonstration of knowledge, skill, or both areas, the practical test should be terminated and the applicant informed of the reasons for the termination. The knowledge and skill demonstrations cannot be considered as separate entities. If either aspect is considered unsatisfactory, the applicant has failed the entire practical test; however, the inspector may give credit for those area of operations and tasks that were passed. The inspector should complete the information in the appropriate sections of FAA Form 8710-1 and prepare FAA Form 8060-5 in duplicate.

A. Preparation of FAA Form 8060-5. Sections of FAA Form 8060-5 are not numbered, but with reference to Figure 1-8, these instructions can be followed.

(1) Enter the name and address of the applicant as they appear on the application.

(2) Indicate the certificate or rating sought during the practical test.

(3) Check the "Practical" box if there were unsatisfactory items on either the knowledge or skill portions.

(4) Record the aircraft used for the test and the flight time in that aircraft as indicated in the applicant's logbook. The time is categorized as PIC, solo, instrument, and dual.

(5) Indicate on the FAA Form 8060-5 the areas of operation and tasks that were unsatisfactorily performed on the practical test, and indicate those operations not performed during the practical test.

(a) All required areas of operation and tasks that the applicant was evaluated to be unsatisfactory must be listed on the FAA Form 8060-5.

(b) List the number of practical test failures by the applicant for this certificate or rating, in any available space on FAA Form 8060-5.

(c) An applicant for retesting may receive credit for those areas of operation and tasks completed satisfactorily on the previous practical examination(s). However, an inspector must reexamine the applicant on all areas of operation required for a pilot certificate or rating if 60 days have lapsed from the date of the initial practical test for the certificate or rating, as appropriate. An inspector may reexamine the applicant on any areas of operation required for a pilot certificate or rating, as appropriate, if the applicant demonstrates unsatisfactory proficiency or competence on a task that was previously evaluated satisfactory on a previous practical test.

(6) The inspector must date and sign the FAA Form 8060-5 and enter the district office acronym.

B. Disposition of File. If the inspector determines that the applicant has failed the practical test, the inspector issues a Notice of Disapproval of Application to the applicant and returns the applicant's medical and knowledge test report. Forward the completed FAA Forms 8710-1 and 8060-5 to AFS-760. A copy of the Notice of Disapproval of Application may be provided to the flight instructor or certificated pilot school involved.

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SECTION 7. SPECIAL EMPHASIS ITEMS

1. GENERAL. The following paragraphs are additional areas of consideration when conducting a practical test. Many of these special emphasis items are the result of accident investigation findings and statistical analysis of pilot operational errors.

2. DANGERS ASSOCIATED WITH SIMULATION OF POWER FAILURE IN SINGLE-ENGINE AIRPLANES BY THE INTERRUPTION OF FUEL FLOW. Although not a widespread practice, flight instructors occasionally simulate engine failure in single-engine airplanes by turning the fuel selector valve “off” or by placing the mixture control in the “idle cutoff” position.

A. Accident History. A recent study of fuel starvation accidents showed that most accidents in which simulated engine failure was a factor involved single-engine airplanes. Use of the above procedures can result in an actual emergency depending on factors such as engine wind-milling characteristics, fuel quantity remaining, and fuel selector and mixture control system design.

B. Alternatives. Inspectors should ensure that the subject of simulated engine failure in single-engine airplanes is given special emphasis during appropriate contacts with pilot schools and flight instructors. Alternative means of engine-out simulation should be discussed; for example, retarding the engine throttle control or power/thrust lever.

3. PILOT EXTERNAL VIGILANCE (SCAN PROGRAM). The occurrence of midair collisions highlights a need to place special emphasis on the importance of cockpit external vigilance. While some operators have taken action to train crews in effective scan techniques, all pilots need to make a more conscious effort to search outside the cockpit for conflicting traffic.

A. Scanning Technique. The probability of spotting a potential collision threat increases with the time spent looking outside, but certain techniques may be used to increase the effectiveness of the scan time. The human eye tends to focus somewhere, even in a featureless sky. To be most effective, the pilot should shift glances and refocus at intervals. Most pilots do this in the process of scanning the instrument panel, but it is also important to focus outside to set up the visual system for effective target acquisition.

B. Head Movement. Pilots should be reminded that it is necessary to move the head to search around the physical obstructions, such as door and window posts. The doorpost can cover a considerable amount of sky, but a small head movement can reveal a threat these areas could be concealing.

C. Peripheral Vision. Peripheral vision can be most useful in spotting collision threats from other aircraft. Each time a scan is stopped and the eyes are refocused, the peripheral vision takes on more importance because it is through this element that movement is detected. Apparent movement is almost always the first perception of collision threat and probably the most important because it is the discovery of a threat that triggers the events leading to proper evasive action and safe operation.

D. Scanning Emphasis. Inspectors should ensure that the subject of scanning and cockpit vigilance is included in training programs and is emphasized on all practical tests. Special emphasis should be given during contacts with pilot schools, flight instructors, during practical examinations, and while conducting flight reviews. Inspectors should be keenly aware of flight operations near navigational aids, high-density traffic areas, visual traffic patterns, and during simulated instrument practice where a tendency to “look inside” is common among pilots.

4. ACCURATE POSITION REPORTING AND COLLISION AVOIDANCE.

A. Accident History. A fatal midair collision between a helicopter and a light twin engine airplane, inbound to the same airport, demonstrated the importance of accurate position reporting by pilots when communicating with air traffic control (ATC) facilities. The events contributing to this accident are as follows:

(1) Because of radio frequency congestion, the airplane, which was on an instrument flight rules (IFR) flight plan, was unable to communicate with the control tower upon arriving at the requested report fix. When the pilot of the airplane was able to contact the tower, he gave his position as inside the requested fix. The controller, based on this report, was convinced that the airplane was within five miles of the final approach fix. The helicopter pilot contacted the same control tower

and reported “coming up on” a known visual fix approximately two miles from the airport.

(2) The controller, having received these two indefinite position reports, believed that there was no conflict of traffic and did not issue a traffic advisory to either aircraft.

(3) If the pilots of both aircraft had reported their positions more accurately, this accident may not have occurred.

B. Importance of Accurate Position Reporting. Inspectors should ensure that the subject of accurate position reporting and collision avoidance is discussed frequently and that relevant information is given the widest possible dissemination during contact with flight instructor, pilot examiners, approved schools, and the aviation community. Inspectors should make clear that pilots are responsible for exercising diligent scanning and accurately reporting procedures during aircraft operations.

C. Consideration of Military Training Routes (MTR) During Flight Planning. FAA records for near mid-air collisions (NMAC) indicates several incidents involving military aircraft operating within MTR and civilian aircraft traversing these routes. The reports indicated that in a majority of these cases, a collision was avoided when the military flightcrews observed maneuvered to avoid general aviation aircraft. ASIs should emphasize the importance of determining locations and times of activity of MTR during flight planning, to pilots, flight instructors, pilot schools, and pilot examiners.

5. INSTRUMENT FLYING SKILLS—PARTIAL PANEL.

A. Partial Panel Training. Data gathered during accident investigations show a need for emphasis on the skills required for control of aircraft in instrument conditions without the use of the attitude indicator. Partial panel operations involving control of an airplane by the use of the primary flight instruments develops skills that are needed if the attitude indicator fails during flight in instrument conditions. These skills apply to all pilot certificates.

B. Ensuring Basic Instrument Skills in Partial Panel Operations. Inspectors are directed to reemphasize to pilot examiners and flight instructors the need for the following:

(1) On all pilot proficiency and competency checks in which instrument flying skill is a requirement, the pilot's competency in partial panel instrument flying skills must be evaluated.

(2) Pilots must demonstrate competency levels in basic aircraft control with partial panel using “turn coordinator, ball, and airspeed” appropriate to the certificate and ratings held, with pilot privileges authorized for the check, to be fully satisfactory.

NOTE: The above procedures are to be re-emphasized, by inspectors, to the extent possible, to ensure that all pilot examiners and flight instructors are kept aware of this requirement.

SECTION 8. FLIGHT REVIEWS AND COMPETENCY CHECKS

1. GENERAL. This section contains guidance on the background and conduct of various flight reviews and competency checks required by part 61. These reviews are in addition to airman certification tasks and include:

- Flight Review
- High Performance Airplane Competency Check
- Instrument Proficiency Check
- Pilot-in-Command Proficiency Check for aircraft requiring more than one pilot

2. INSPECTOR PARTICIPATION. The flight reviews and competency checks listed above are required by part 61 and are usually conducted by certificated flight instructors, designated pilot examiners (DPE), or pilot proficiency examiners. If, however, a pilot has obtained a flight review or competency check and, in that pilot's opinion, the outcome of the check was not satisfactory, the pilot may request a flight review or competency check from another instructor, an examiner, or an FAA inspector. If an inspector conducts the flight review or competency check and finds the pilot does not meet the standards for the original issuance of the pilot certificate or ratings that the pilot holds, the inspector should request the pilot to appear for a subsequent reexamination practical test. In this event, the inspector should follow the guidelines in Volume 2, Chapter 26, Conduct a Reexamination Test of an Airman Under Title 49 of the United States Code.

3. APPLICATION FOR A FLIGHT REVIEW OR COMPETENCY CHECK. Inspectors shall require airman applying for any proficiency review or competency check to complete the top portion of FAA Form 8410-1, Airman Proficiency/Qualification Check (Figure 1-9). Maneuvers listed on the form that are not applicable to the review given (e.g., a flight review for a VFR-only pilot would not include "instrument procedures") would not be graded; the boxes would be left blank. The FAA Form 8410-1 should be kept in the appropriate district office file. Copies can be provided to employers, if applicable, or to the airman.

4. COMBINING FLIGHT REVIEWS AND COMPETENCY CHECKS. A pilot may elect to combine required flight reviews and checks. For example, a pilot who satisfactorily demonstrates competency in an aircraft requiring more than one pilot

(§ 61.58) may also use this demonstration to meet the flight review requirement of § 61.56. For the purposes of the flight review, a single showing of competency in any aircraft shall suffice for all other categories or classes of aircraft for which the pilot is rated. Demonstrations of competency may also be associated with proficiency checks required by parts 121 or 135, or when the airman is applying for an additional category or class of pilot certificate or for a type rating.

5. EVALUATING THE FLIGHT REVIEW. The word "satisfactory" is used under § 61.56, even though a flight review is not considered to be a practical test. The term is used only to provide the person giving the flight review a minimum standard on which to base judgement and comment as described in the regulation. If a pilot is denied a satisfactory endorsement for flight review, the pilot may continue to exercise certificate privileges, provided the time period prescribed by the regulation has not elapsed since the last flight review. However, if the review has been conducted by an inspector, the pilot would not be able to exercise the certificate privileges until successfully completing a reexamination practical test under 49 U.S.C. § 44709.

6. LENGTH OF REVIEW. A flight review consists of the general operating and flight rules of part 91 and those maneuvers and procedures that are necessary for the pilot to demonstrate the safe exercise of the privileges of the pilot certificate. There are no specific requirements for the particular items or maneuvers to be reviewed. These matters are left to the discretion of the person giving the flight review.

A. Minimum Training Time. The flight review consists of a minimum of 1 hour of ground instruction and 1 hour of flight instruction, except as provided for in § 61.56(d) and (e). A flight review may require more than 1 hour of ground instruction and 1 hour of flight instruction to complete a flight review. The regulations do not restrict the review to the minimum hour requirement. The person conducting the review determines whether more than 1 hour of flight and 1 hour of ground instruction are required for the review, depending on the experience and skills of the applicant.

B. Current Flight Instructor. Since § 61.197(a)(2)(iii) states in pertinent part, "...the person has successfully completed an approved flight

instructor refresher course consisting of ground training or flight training, or both . . .” flight instructor applicants who have successfully completed an approved FIRC do not need to have accomplished the 1 hour of ground training as required by § 61.56 for the flight review. Additionally, if the approved FIRC required at least 1 hour flight training and the flight instructor applicant successfully completed that flight training, then the applicant does not need to complete the 1 hour of flight training as required by § 61.56 for the flight review. Otherwise, the applicant would be required to complete the 1 hour of flight training as required by § 61.56 for the flight review.

7. LOGBOOK ENDORSEMENTS.

A. Logbook Endorsement When Satisfactory. When a pilot has satisfactorily accomplished a flight review or competency check, the pilot’s logbook or personal record must be endorsed by the person who gave the review. That endorsement should read substantively as follows:

MR./MS. [insert name of airman as it appears on airman certificate], HOLDER OF PILOT CERTIFICATE NO. [insert number as it appears on the airman certificate], HAS SATISFACTORILY COMPLETED A [insert type of review or competency check] ON [insert date] IN A [insert type of aircraft].

B. Logbook Endorsement When Unsatisfactory. If, in the opinion of the person conducting the flight, the pilot has not accomplished a flight review satisfactorily, that person shall endorse the pilot’s logbook only to indicate the training received. There is no provision in the regulation for the failure of a flight review; therefore, there should be no logbook endorsement reflecting a failure.

8. RECENT INSTRUMENT EXPERIENCE, SECTION 61.57. Section 61.57 has been revised to require a pilot to perform certain instrument tasks in lieu of the old rule that required performance of minimum recurrency time requirements. The tasks required are six instrument approaches, holding procedures, and intercepting and tracking courses through the use of navigation systems. The new § 61.57 was written specifically to not identify the kinds of approaches or navigation systems to be used. To maintain instrument currency for glider rated pilots, the rule remains unchanged. In accordance with § 61.57(c)(2), glider rated pilots are required to have

performed and logged under actual or simulated instrument conditions at least 3 hours of instrument time in-flight, of which 1 and 1/2 hours may be acquired in an airplane or a glider if no passengers are to be carried. If passengers are to be carried, the rule requires 3 hours of instrument time in-flight in a glider.

A. Failure to Meet Instrument Currency. A pilot not meeting the instrument recency of experience requirement may not exercise the privileges of the instrument rating until the requirements are met. If the pilot fails to meet this recency of instrument experience for a period of 1 year, the pilot must pass an instrument proficiency check in the category of aircraft involved.

B. Instrument Proficiency Check. An instrument proficiency check must be accomplished in a category of aircraft in which the pilot is rated and shall consist of one or all of the procedures and maneuvers from the instrument pilot PTS (See the Rating Task Table on page 16 of FAA-S-8081-4D, under the column labeled Instrument Proficiency Check in the Instrument Rating PTS.). The instrument proficiency check must be given by:

- (1) An FAA inspector;
- (2) An instrument pilot examiner;
- (3) A certificated instrument flight instructor; or
- (4) An authorized U.S. Armed Forces instrument examiner when conducted as an instrument proficiency check.

C. Proficiency Check Unsatisfactory. If, in the opinion of the person conducting the instrument proficiency check, the pilot has not performed satisfactorily, no logbook endorsement is required. Flight instructors should be aware that the regulations do not provide for the failure of an instrument proficiency check; therefore, persons conducting instrument proficiency checks should not endorse a pilot’s logbook to reflect failure. If the instrument proficiency check is overdue, the pilot shall not conduct IFR operations until an instrument check is satisfactorily accomplished.

D. FTDs or Simulators. Any FAA inspector may, at the request of the pilot involved, authorize the use, or partial use, of an FTD or simulator that meets the requirements of § 61.4, for all or part of the instrument

proficiency check only, provided the device is authorized by the FAA for such use.

9. HIGH PERFORMANCE AIRPLANE CHECK, SECTION 61.31(F). If a person has not logged flight time as PIC of a high-performance airplane (an airplane with an engine of more than 200 horsepower) before August 4, 1997, the pilot must have received and logged ground and flight training from an authorized instructor in a high-performance airplane, or in a flight simulator or FTD that is representative of a high-performance airplane, and have been found proficient in the operation and systems of the airplane. Additionally, the person must have received a one-time endorsement in the pilot's logbook from an authorized instructor who certifies the person is proficient to operate a high-performance airplane.

10. COMPLEX AIRPLANE CHECK, SECTION 61.31(e). If a person has not logged flight time as PIC of a complex airplane (an airplane that has a retractable landing gear, flaps, and a controllable pitch propeller; or, in the case of a seaplane, flaps and a controllable pitch propeller), before August 4, 1997, the pilot must have received and logged ground and flight training from an authorized instructor in a complex airplane, or in a flight simulator or FTD that is representative of a complex airplane, and have been found proficient in the operation and systems of the airplane. Additionally, the person must have received a one-time endorsement in the pilot's logbook from an

authorized instructor who certifies the person is proficient to operate a complex airplane.

11. SELF-LAUNCHING OR POWERED SAILPLANE FLIGHT CHECKS. Self-launching sailplanes, powered sailplanes, motorized sailplanes, or motorgliders have become an increasingly common and popular type of aircraft for use in aviation sport flying. As a result of the revision to § 61.31(j), the glider rating will no longer contain limitations on the person's pilot certificate. In place of the limitations, the new § 61.31(j) requires a person to receive training and a logbook endorsement to perform a certain kind of launch operation. For example, if a person seeks ground launch privileges, that person will be required to receive training from an authorized instructor and receive a logbook endorsement authorizing ground launch privileges. When that person seeks aero tow launch privileges, again that person will be required to receive training from an authorized instructor and receive a logbook endorsement authorizing aero tow launch privileges. The same procedure applies for the self-launching privileges. However, persons currently holding those limitations shall continue to hold those limitations until that person upgrades their launch privileges and then the person may surrender his/her certificate and receive a new certificate without the limitations.

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SECTION 9. INTEGRATED AIRMAN CERTIFICATION AND/OR RATING APPLICATION (IACRA) PROCESS

1. BACKGROUND.

A. Objective. This section provides guidance on using the IACRA Web site to complete the airman certification process and on using the Internet version of FAA Form 8710-1. Successful completion of this task results in correctly completed certification documents electronically.

B. General. IACRA is a Web-based program that automates the airman certification process and electronically captures and validates the information required to complete the application and other certification documents. The application is accessible over the Internet and integrates multiple FAA data mart data with the IACRA certification application. The IACRA process provides the following benefits to the ASI and AST:

(1) Assigns FAA Tracking Number (FTN) to all registered users.

(2) Provides immediate validation checks of information entered on the application which eliminates errors and validates data.

(3) Speeds up the application process by sending applications electronically to AFS-760.

(4) Provides the ability to sign the application using digital signatures, allowing the certification process to function in a paperless environment as mandated by the Government Paperwork Elimination Act.

(5) Provides continuous access to the latest Web-based version of IACRA for registered users. This eliminates the time and expense of distributing the ACRA compact disks with updates.

2. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 61 and FAA policies.

B. Qualifications. ASI (Operations) or AST.

C. Coordination. This task requires coordination with the airworthiness unit and the airman records section of AFS-760.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Part 61
- All applicable PTS

B. Forms (automatically produced by IACRA software).

- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8710-1, Airman Certificate and/or Rating Application
- Letter of Discontinuance

C. Job Aids.

- See the IACRA Web site <http://acra.faa.gov/iacra> for the latest news, Frequently Asked Questions, and online help.

4. PROCEDURES.

A. The ASI or AST registers as an IACRA user.

B. The applicant completes FAA Form 8710-1 on the IACRA Web site at <http://acra.faa.gov/iacra>. When required, the recommending instructor reviews the applicant's FAA Form 8710-1 on the IACRA Web site. The recommending instructor digitally signs the application.

C. The recommending instructor/applicant schedules an exam with the certifying officer.

NOTE: IACRA defines a certifying officer as an examiner, ASI, or AST.

D. At appointment, the certifying officer checks the applicant's identification to verify identity.

E. The certifying officer logs on the IACRA Web site and selects applicant's information.

(1) The applicant logs onto IACRA (through the certifying officer's login) and digitally signs the application.

(2) The applicant takes a practical test with the certifying officer.

F. The certifying officer logs back onto IACRA after completing the practical test, retrieves the application, and reviews it for errors before digitally signing. A results document is generated. The signed, approved application and data are sent to AFS-760 electronically.

NOTE: Do not send superceded certificates to AFS-760. Destroy these certificates to prevent unauthorized use.

5. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

A. Temporary airman certificate.

B. Notice of disapproval of application.

C. Letter of discontinuance.

6. FUTURE ACTIVITIES.

A. The applicant may return for an added category, class, or type rating.

B. The applicant may return for an upgraded certificate.

SECTION 10. MISCELLANEOUS CERTIFICATION INFORMATION

1. GENERAL. The information in this section is supplemental and does not always apply directly to the actual certification of airmen. Some of the information is safety-related. Inspectors should be aware of this information and relate it to examiners or flight instructors. Other information notes items to consider during surveillance of airmen, instructors, or examiners.

2. USE OF FLIGHT SIMULATORS OR FTDs (APPROVED ACCORDING TO AC 120-40) TO CONDUCT SECTION 61.58 PIC PROFICIENCY CHECKS. Section 61.58 requires that to serve as PIC of an aircraft certificated for more than one pilot, the PIC must have completed a proficiency check in the particular type aircraft since the beginning of the 24th calendar-month before the month in which the pilot acts as PIC. However, the PIC proficiency checks of § 61.58 may be performed in a flight simulator or FTD in accordance with the applicable provisions set forth in § 61.58(e).

A. Recent FTD Technology. Recent breakthroughs in computer technology have permitted development of highly sophisticated computerized electronics and computer-generated visual imagery in aircraft FTDs. Authority for the increased use of simulators and training devices has been incorporated in the various regulations relating to the certification of pilots. However, all devices must be approved specifically by the FAA for use under the existing regulations.

B. Expanded Use of Simulators. The FAA has indicated its commitment to permit the expanded use of simulators and training devices in connection with the training and practical testing of pilots as the state of the art develops and as public interest dictates. The simulator approval criteria contained in AC 120-40, Airplane Simulator Qualification, are periodically updated along with simulator technology to ensure maximum transfer in flightcrew training and to ensure that the simulator or training device factually represents the aircraft and flight environment.

C. Inspector Familiarity with Exemptions. Each FSDO will take necessary action to ensure that the simulator approval criteria outlined in AC 120-40 is followed closely. Inspectors should be familiar with exemptions issued to ensure that trainees receive the required training from the exemption holder and the conditions and limitations of the exemptions are strictly observed.

3. USE OF AN AIRPLANE SIMULATOR OR FTD IN ACCORDANCE WITH SECTION 61.157. Section 61.157 permits applicants for an ATP certificate or an additional type rating to use an approved flight simulator or FTD during the practical test. Review § 61.157 and the ATP practical test guide to determine the permitted usage of the flight simulator and FTD.

4. COMPLIANCE WITH ENGLISH LANGUAGE REQUIREMENTS OF PART 61 FOR PILOT CERTIFICATION. Sections 61.65, 61.75, 61.83, 61.96, 61.103, 61.123, 61.153, and 61.183 have requirements governing competency in the English language as an eligibility requirement for all grades of pilot certificates issued under part 61. All applicants must be able to read, speak, write, and understand the English language. Only an applicant who is unable to meet one of these requirements due to medical reasons (e.g., hearing impaired) is permitted to be issued a pilot or flight instructor certificate. In this case, the administrator may place such operating limitations on the applicant's certificate that are necessary for the safe operation of the aircraft. For example, the limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIOS" may be placed on the applicant's certificate. Only an FAA ASI is authorized to remove the limitation from a certificate. Examiners may not do so unless specifically authorized by the supervising FSDO.

NOTE: A limitation is given only if the inability to meet the requirements is due to a medical condition/disability. It does not apply to applicants unable to meet the requirements due to lack of fluency, inadequate articulation and/or comprehension of the English language, or accent to the degree that speech is not clearly understood; those applicants may not be issued a U.S. pilot certificate.

A. Standards and Testing. Several questions have been raised concerning the standards and the testing to determine whether an applicant can read, speak, write, and understand the English language (see AC 60-28). While there are no PTS established to ascertain the applicant's English language ability, the following examples may be used as guidelines in this evaluation:

(1) An inspector may ask the applicant to listen to a tape recording of an air traffic control clearance or instructions, then ask the applicant to speak and explain the clearance or instructions back to the examiner in the English language.

(2) An applicant may be asked to write down in English the meaning of an air traffic control clearance, instructions, or a weather report, then asked to speak and explain the clearance, instructions, or weather report back to the inspector in the English language.

NOTE: The intent is not to require the applicant to read, speak, write, and understand the English language at college level standards. A common sense approach should be used in evaluating an applicant for this requirement.

B. Aviation Standard. The English language has been accepted as the international standard by the International Civil Aviation Organization (ICAO). However, the effectiveness of part 61 regarding the English competency of pilots of all nationalities depends on compliance with, and enforcement of, the English language competency requirements.

C. Information to Disseminate. Inspectors should ensure that the following information is disseminated during contacts with flight and ground instructors, approved schools, the aviation community, and DPEs.

(1) Inspectors should require positive personal identification from each applicant for a pilot certificate under the regulations.

(2) All applicants must be able to read, speak, write, and understand the English language. Only an applicant who is unable to meet these requirements due to medical reasons (e.g., hearing impairment, speech impairment due to medical reasons) is permitted to be issued a pilot or flight instructor certificate with the limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH." Refer to the beginning of this paragraph (paragraph 4 through subparagraph 4A(2)) above.

(3) Under § 61.75, applications for a pilot certificate may not be accepted by an inspector through the mail. An application presented in person at the FSDO may be processed and an appropriate certificate issued. The certificate will not bear an English language limitation only when the FAA has verified

that the applicant is able to read, speak, write, and understand the English language sufficiently. An English language limitation may be removed when the person demonstrates competency in the English language (see section 5, paragraph 2E).

(4) If the holder of a pilot certificate without an English language operating limitation cannot demonstrate compliance with the English language competency requirements for the grade of pilot certificate held, inspectors should initiate action in accordance with volume 2, chapter 182, Conduct an Investigation to Determine Compliance, and FAA Order 2150.3, Compliance and Enforcement Program. Under 49 U.S.C., this could result in suspension, revocation, or reissuance of the pilot certificate with an appropriate operating limitation.

5. PILOT CERTIFICATE REQUIREMENTS AND THE LOGGING OF FLIGHT TIME IN HANG GLIDERS, ULTRALIGHTS, POWERED (MOTORIZED) GLIDERS, AND OTHER VEHICLES. The following guidance is designed to clarify issues concerning the logging of flight time and minimum pilot certificate requirements for hang gliders, ultralights, and similar vehicles.

A. Noncertificated Vehicles. Title 14 CFR part 103, § 103.7(b), does not require airman certification of operators of certain ultralight vehicles (emphasis added: VEHICLES).

B. Logging Time. Unless the vehicle is type-certificated as an aircraft in a category listed in § 61.5(b)(1) or as an experimental aircraft, or otherwise holds an airworthiness certificate, flight time acquired in such a vehicle may not be used to meet requirements of part 61 for a certificate or rating or to meet recency of experience requirements.

C. Minimum Certificate Requirements. To operate a small aircraft with an experimental airworthiness certificate, at least a student pilot certificate is required. The certificate must be properly endorsed in accordance with § 61.87, except in the case of an aircraft operating limitation that requires the PIC to hold an appropriate category/class rating. In that case, the pilot must hold at least a private pilot certificate.

D. Logging Time in Powered Gliders. Flight time in a powered glider cannot be logged as required airplane pilot flight time unless the aircraft is type-certificated as an airplane. Flight time used to meet

recency of experience requirements or the requirements for a certificate or rating may only be logged according to the category in which the aircraft is type-certificated (e.g., airplane, glider, etc.). Powered gliders may be type-certificated either as gliders or airplanes.

6. PILOT TYPE RATING REQUIREMENTS IN AIRCRAFT CERTIFICATED UNDER SFAR 41.

SFAR 41 was adopted to allow certain small propeller-driven, multiengine airplanes originally type-certificated in accordance with part 23 before October 17, 1979, to be operated at a maximum certificated takeoff weight exceeding 12,500 pounds. These airplanes may also be configured with more than 10 passenger seats.

A. Air Taxi and Commercial Operators. Requirements for air taxi and commercial operators under part 135 were amended to allow the operation of airplanes certificated under SFAR 41. Since the adoption of SFAR 41, operation of these airplanes is routinely conducted under parts 91 and 135. Among the first aircraft to be certificated under SFAR 41 were certain models of Swearingen turboprop airplanes, the first of which was certificated on September 25, 1980.

B. Type Ratings. Under § 61.31(a), a pilot may not act as PIC of a large airplane (more than 12,500 pounds maximum certificated takeoff weight) unless the pilot holds a type rating for that airplane. Section 61.63(d) provides the requirements for issuance of type ratings. The FAA, through its aircraft type certification process, concluded that a type rating could be issued for the operation of Swearingen-Fairchild SA-226/SA-277 aircraft. Thus, a single pilot type rating (SA-227) was established and listed in AC 61-89, Pilot Certificates: Aircraft Type Ratings, for pilot type rating reference.

(1) Because of the similarity of the SFAR 41 aircraft to the predecessor model aircraft, the unavailability of the SFAR 41 aircraft, the economic burden connected with placing these aircraft into service, and the sophistication of FAA-approved simulator equipment, which permits training and checking to be conducted simulating the more than 12,500-pound maximum takeoff gross weight version, the regulations permitted the type rating check for the Swearingen-Fairchild SFAR 41 aircraft to be given in the non-SFAR 41 aircraft, which required no type rating.

(2) It is considered appropriate to allow pilots of part 135 operations who were fully qualified in the non-SFAR 41 version of this aircraft, and who had

satisfactorily completed the FAA-approved differences ground training course and a knowledge or oral test for the SFAR 41 aircraft, to operate that aircraft in part 135 operations without a type rating until the pilot's next regularly scheduled instrument proficiency check. This action was accomplished by exemption. A continuation of the above procedure was also deemed appropriate in the case of the Embraer Bandeiranti Model 110P1 and P2 aircraft subsequently approved for retrofit under SFAR 41.

C. Second-in-Command (SIC). Section 91.531(a)(1) provides that no person may operate a large airplane without a pilot who is designated as a SIC. However, under an amendment to part 91, this section was revised to allow SFAR 41 airplanes to be operated without a pilot who is designated as an SIC if that airplane is type-certificated for operations with only one pilot crewmember.

D. Inspector Information. Office managers should ensure that all FSDO certification personnel are informed of the above information and are guided by the following instructions concerning the operation of SFAR 41 aircraft.

(1) The training, testing, and certification of pilots in a series of aircraft type-certificated under SFAR 41 should be accomplished in accordance with the procedures described herein and with appropriate provisions of the operating rules under which the aircraft is to be placed in service. However, the Flight Standardization Board responsible for a particular SFAR 41 aircraft may, through its evaluation, determine that a separate type rating is appropriate.

(2) Because of increased availability of SFAR 41 aircraft, grants of exemption are no longer considered to be in the public interest for the identified aircraft and, when terminated, will not be reissued.

7. EXCHANGE OF VALID PILOT CERTIFICATES.

A. Field Reissuance. Valid pilot certificates and ratings may be reissued or exchanged by inspectors in the field. A certificate issued or last reissued on or after July 1, 1945, may be reissued by applying on FAA Form 8710-1. The dates of valid pilot certificates are found in § 61.11.

B. Pre-1945 Certificates. Private or commercial certificates issued before July 1, 1945, have expired and cannot be reissued. Certificates issued between January 1, 1942, and July 1, 1945, could have been exchanged without further showing of competence until August 23, 1956. A person who did not use the exchange privilege is considered to be the same as a person who has never held a certificate. That person must meet the requirements of part 61, including the need for knowledge and practical tests. Flight time accumulated with the previously held certificate can be credited toward the present requirements for a certificate or rating.

C. Changes to Personal Data. A person applying for any change to the personal data on their pilot certificate must present, to an FAA inspector, appropriate documentation acceptable to the Administrator, which substantiates the validity of the requested change. The purpose of this documentation is to preclude reissuance of an invalid pilot certificate.

(1) The following items typify the kind of changes that require such documentation:

- Change of name
- Change of nationality (This requires a U.S. Passport, copy of the Naturalization document. If the applicant does not wish to have the Naturalization document copied and included in the FAA file, then the applicant must sign a separate piece of paper that lists the petition number of the U.S. nationality document, name of the court and location of the court where the hearing occurred, and the date of the nationality hearing.)
- Change of gender
- Change in date of birth

(2) The applicant should fill out an FAA Form 8710-1 for reissuance.

(3) After examining and verifying the documentation, the inspector issues FAA Form 8060-4, reflecting the appropriate change. The inspector fills out the Inspector's Report section on the application and forwards the application, the superseded certificate, and a copy of the temporary certificate to AFS-760.

D. Change of Gender. For a change of gender on an airman certificate, the original copies of two documents must be provided to the certifying inspector. After examining and verifying these documents, the inspector photocopies the documents and attaches the photocopies to Form 8710-1. In Block I, under Other, the inspector notes gender change reissue. The file is then forwarded to AFS-760 for processing. The required documents are:

(1) A court order, issued by a court of the United States or its territories, stating that the individual has changed his/her gender to ___, or a court order stating that the individual's gender is ___; and

(2) A physician's statement clearly indicating that the individual is physically the gender noted on the court order.

8. VOLUNTARY SURRENDER OF CERTIFICATE OR RATING. Application for voluntary surrender, or "downgrading," of a pilot certificate or rating may be accepted by an inspector only in accordance with § 61.27. No certificate or rating shall be accepted for surrender or downgrading unless the applicant submits a request in writing and fully understands that he or she has no reinstatement rights.

A. Conditions for Surrender. There are four basic conditions for the surrender of an airman certificate or rating:

(1) Voluntary surrender unrelated to an enforcement case;

(2) Voluntary surrender in anticipation of FAA certificate action;

(3) Voluntary, temporary deposit of an airman's certificate to the custody of the FSDO when an airman's competency has been questioned by the FAA and the enforcement action or reexamination is justifiably delayed; and

(4) Surrender at Regional Counsel's request.

B. Reason for Surrender. No airman certificate may be accepted by an FAA inspector unless the reason for surrender is identified. Surrender of that certificate must be in accordance with procedures described in this handbook. Under no circumstance shall a pilot certificate be accepted for voluntary surrender unless the inspector immediately contacts the Regional Counsel and explains the facts and circumstances

concerning the surrender. The airman's certificate may be accepted only with the concurrence of, and in accordance with, directions of the Regional Counsel. Legal enforcement cases involving the surrender of an airman certificate shall be forwarded to the regional office for processing no later than 5 days after the date of certificate surrender.

(1) If no enforcement action is pending or being contemplated under § 61.27, an airman may, for personal reasons, voluntarily surrender the certificate to the FAA for the purpose of cancellation of the certificate, reissuance of the certificate at a lower grade, or reissuance of the certificate with specific ratings deleted.

(a) An airman may have many reasons for voluntarily surrendering or exchanging a certificate. One reason could be that the FAA has questioned the pilot's competency, and the airman is to be reexamined under 49 U.S.C. In this instance, the airman may elect to surrender the certificate or rating, in writing, in lieu of submitting to reexamination (Figure 1-10).

(b) When an airman elects to surrender the certificate as described above, the inspector may accept the certificate, along with a letter of surrender signed by the airman. The certificate, a copy of the temporary airman certificate, the application for the issuance of a modified certificate (FAA Form 8710-1), and the letter of surrender should be forwarded to AFS-760. A copy of the complete file should be forwarded to the regional operations branch for review.

(c) The surrender letter must clearly spell out the incident or event and the airman's involvement. The letter should state that the airman has been apprised of his/her legal rights and clearly state the voluntary nature of the surrender in view of these rights. The letter shall not be conditional and must be patterned after Figure 1-11.

(2) An airman may surrender a pilot certificate to the FAA at any stage of an investigation (see FAA Order 2150.3, Compliance and Enforcement Program). Great care must be exercised when accepting an airman certificate for surrender when enforcement action is pending.

(a) The eventual action of the FAA could possibly be other than certificate action. In addition, the Regional Counsel's office may be unable to provide priority handling of such cases (the failure to issue promptly an Order of Suspension or Revocation may impose an undue sanction on the airman).

(b) Not only must the surrender be voluntary, it must also be documented as such. It must be absolutely clear that no FAA coercion was used. For example, if an FAA inspector, during an investigation, told an airman that the airman had violated a regulation, then accepted the certificate for surrender, the action would not appear voluntary. In a legal enforcement case, no FAA inspector has either the authority or responsibility to make such a statement; this is a function of the Regional Counsel.

(c) The airman shall be told that any statement the airman makes can and may be used against the airman in legal proceedings and that the airman need not make any statement without being represented by legal counsel.

(d) The airman shall be apprised of FAA legal enforcement procedures as described in 14 CFR part 13, §§ 13.15 and 13.19.

(3) An airman may temporarily deposit an airman certificate voluntarily in the custody of a FSDO (for a maximum of 30 days at a time) while the airman is preparing for a reexamination of competence. The airman must be informed, in the presence of a third person, that the airman is not required to deposit the airman certificate with the FSDO or to sign any statement. This procedure can also be used for an airman convalescing from an accident or an illness, or for a person having the aircraft repaired that is intended to be used for the reexamination flight check.

(a) Temporary deposit shall never be used to resolve a violation of the regulations (i.e., reexamination is not used as a punishment or as a substitute for enforcement action). A temporary airman certificate with the original certificate number affixed may be issued to the airman to allow solo practice to prepare for reexamination or to continue flying with limitations. In this case "passenger carrying prohibited" or other appropriate limitations should be included (see Figure 1-12). For example, if instrument competency is questioned, the temporary airman certificate should omit the instrument rating. The same procedure could be used with any rating questioned. In no case should a student pilot certificate be issued to the holder of another student (or other) pilot certificate. The temporary airman certificate issued and the letter of temporary deposit to the FSDO (Figures 1-13 and 1-14) must have the same expiration date. The inspector may issue a new temporary airman certificate for an additional period of 30 days, provided the airman agrees to such action and submits a new letter of temporary deposit to the FSDO with the appropriate expiration date as described above.

(b) If at the end of the expiration date, the airman has not passed the reexamination test, fails to appear, or has not made other acceptable arrangements, immediate legal enforcement action (emergency suspension) shall be taken to suspend the permanent airman certificate or rating in question until the airman demonstrates competency to hold that certificate.

(4) Surrender at the request of Regional Counsel is an action taken as the result of an Order of Suspension or Revocation issued by Regional Counsel. From time to time, the Regional Counsel requests the FSDO to pick up a certificate when an airman fails to surrender the certificate as a result of a Regional Counsel Order. The following actions should be taken by the inspectors:

(a) The specific Regional Counsel instructions should be followed. In most cases, it is requested that an inspector contact the airman to be sure the airman understands that the order demands the surrender of the certificate.

(b) The inspector shall review the Order of Revocation or Suspension so that the inspector is familiar with the allegations. The inspector should then arrange a meeting with the airman. The inspector should take to the meeting a copy of the Order of Suspension or Revocation, a Loss of Certificate Affidavit (Figure 1-15), and a franked envelope addressed to Regional Counsel.

(c) When meeting the airman, the inspector should present official identification and inquire if the airman has received the Order of Suspension or Revocation. If the airman has not received a copy, present the airman with a copy. The inspector should point out the action taken in the order and offer to accept the certificate for surrender to the FAA. The inspector shall not enter into a discussion as to the authenticity of the facts, evidence, or the propriety of the sanction. The inspector should advise the airman that failure to surrender the certificate within the period of time specified in the Order would make the airman subject to additional action.

(d) If the airman states that the certificate is lost, the inspector should give the airman the affidavit form and the franked envelope addressed to the Regional Counsel. The inspector should instruct the airman to complete the affidavit and forward it in lieu of the lost certificate.

(e) If the airman does not wish to surrender the certificate to the inspector, the inspector should give the airman the franked envelope addressed to the

Regional Counsel so the airman can forward the certificate to the proper office.

(f) If at any time the inspector has any reason to believe that a hostile or dangerous confrontation is likely, the matter shall be discussed with the Regional Counsel before taking the action. When a potentially hazardous confrontation is expected, the inspector can be accompanied to the meeting with the airman by a U.S. Marshal.

C. Issuing a Certificate or Rating to an Airman Who Is Under an Order of Revocation.

(1) An inspector planning to issue a certificate or rating to an airman who is under an Order of Revocation should arrange a meeting with the airman and review FAA Order 2150.3, paragraph 1307, and §§ 61.13(g) and 61.19(e). At this meeting, the inspector will examine the Order of Revocation and become familiar with its contents to ensure that an application from the airman is not accepted prior to the expiration of the periods specified in the previously mentioned sections or as authorized in the Order of Revocation. If found ineligible, the inspector will advise the airman of the reasons.

(2) An inspector who receives an application for an airman certificate from an airman whose certificate has been revoked and who is found ineligible, will disapprove the application and issue an FAA Form 8060-5, Notice of Disapproval of Application, indicating the reasons for disapproval and using verbiage such as "Applicant disapproved because. . ."

9. EMERGENCY ISSUANCE OF REPLACEMENT CERTIFICATE. In an emergency, an inspector may issue a temporary pilot certificate to replace a lost or destroyed certificate.

A. Condition of Emergency Issuance.

(1) The pilot must show that an immediate replacement of the lost certificate is necessary for either the return flight to base, to continue an extended flight, or to continue employment as a pilot.

(2) The pilot must show that he or she is unable, or that it is not feasible, to obtain a facsimile in accordance with § 61.29(c).

(3) The pilot must either be personally known to the inspector or must present, in person, acceptable evidence of identity.

(4) The inspector must confirm the validity, grade, and ratings of the lost certificate by telephoning AFS-760.

B. Temporary Certificate. The temporary certificate issued should be clearly marked “EMERGENCY FIELD ISSUANCE” (see Figure 1-13) and be limited to reasonable duration necessary for the pilot to obtain a duplicate certificate from AFS-760 by the most expeditious means. In no case shall the temporary certificate be issued for more than 30 days.

10. “BLUE SEAL” PILOT CERTIFICATES. Since 1961, pilot certificates bearing blue seals have been issued to applicants who have demonstrated their ability to control an airplane by reference to instruments.

A. Blue Seal Incentive. This seal conveys no additional privileges but was intended as an incentive to holders of other pilot certificates to obtain instrument instruction.

B. Blue Seal Eligibility. The following pilots may obtain Blue Seal certificates from inspectors:

(1) Private pilots who originally demonstrated their instrument competence on their private pilot practical tests.

(2) The holder of a private pilot certificate who has not previously demonstrated instrument ability by passing a practical test on the instruction required by § 61.107(a)(6).

(3) Commercial pilots with airplane category ratings whose certificates do not bear ICAO instrument limitations.

(4) The holder of a commercial pilot certificate that bears a ICAO limitation may obtain a Blue Seal certificate by obtaining the flight experience required by § 61.129(b)(2)(ii) and passing a practical test on the control and maneuvering of an airplane solely by reference to instruments.

(5) Holders of instrument ratings.

(6) ATPs.

C. Applying for a Blue Seal Certificate. A pilot who meets the requirements for a blue seal certificate may

apply on FAA Form 8710-1. The applicant must clearly mark the application “APPLICATION FOR BLUE SEAL CERTIFICATE” (see Figure 1-16).

(1) The applicant should present the application, the pilot certificate, logbooks, and any other pertinent documentary evidence to an inspector for issuance of the certificate.

(2) When the inspector has determined the applicant’s eligibility, the inspector should prepare FAA Form 8060-4 and complete the certification file in the usual manner, noting on the application the basis for issuance.

(3) An applicant who is tested for a blue seal certificate and found unsatisfactory shall be issued FAA Form 8060-5 in the usual manner and have the original pilot certificate returned. Any corrective action taken should be completely informal and advisory, unless immediate action is necessary for safety.

11. LOST LOGBOOKS OR FLIGHT RECORDS.

Aeronautical experience requirements must be shown for a person to be eligible for the issuance or to exercise the privileges of a pilot certificate. A pilot who has lost logbooks or flight time records should be reminded that any fraudulent or intentional false statements concerning aeronautical experience are a basis for suspension or revocation of any certificate or rating held. The pilot who has this problem may, at the discretion of the inspector accepting the application for a pilot certificate or rating, use a signed and notarized statement of previous flight time as the basis for starting a new flight time record. Such a statement should be substantiated by all available evidence, such as aircraft logbooks, receipts for aircraft rentals, and statements of flight operators.

12. AUTHENTICATION OF OLD AND NEW AIRMAN CERTIFICATES TO IDENTIFY FORGERIES OR COUNTERFEITS.

Inspectors are occasionally required to determine the authenticity of an airman certificate. Inspectors should be able to recognize legitimate certificates during surveillance or certification activities. Additionally, law enforcement officers or drug enforcement agents may ask for assistance in identifying counterfeit or forged certificates.

A. *New Security-Enhanced Airman Certificates.* On July 31, 2003, AFS-760 began issuing new, security-enhanced airman certificates.

(1) The new, durable, credit card-sized certificates are made from high quality composite polyvinyl chloride media card stock. They incorporate new security features, such as a hologram of the FAA seal, microprinting, and ultraviolet ink printing.

(2) The certificate will be issued to all new and existing airmen as they achieve higher certificate levels or additional ratings and will replace certificates that have been lost or damaged. It is expected that all active airmen will be able to replace their certificates over a 3- to 4-year period.

(3) The new certificates feature graphics of the Wright Brothers, 1902 Wright Glider, 1903 Wright Flyer, a Boeing Jet aircraft, Department of Transportation seal, and a hologram of the FAA seal.

(4) The “old style” certificate is still valid. The “new style” certificate will be issued to all airmen and will be issued with the appropriate seal color. A \$2 fee is still required to receive a replacement certificate.

C. *Suspected Counterfeiting.* Any contact with suspected counterfeit or forged airman certificates should be reported immediately to the Regional Office Civil Aviation Security Division, Investigations and Internal Security Branch. Under no circumstances should an inspector attempt to confiscate a suspected forged or counterfeit certificate.

13. CLASS B AIRSPACE ENDORSEMENTS FOR STUDENT PILOTS. Section 61.95 specifies certain requirements for student pilots operating in Class B airspace.

NOTE: Effective September 16, 1993, terminal control areas (TCA) became known as Class B airspace.

A. *Solo Flight in Class B Airspace.* Section 61.95(a) prohibits student pilots from operating on a solo flight in Class B airspace unless the requirements of § 61.95(a)(1) through (3) have been met.

B. *Solo Flight to, from, or at an Airport in Class B Airspace.* Section 61.95(b) prohibits student pilots from operating on a solo flight to, from, or at an airport within Class B airspace unless the requirements of § 61.95(b)(1) through (3) have been met.

NOTE: Sample endorsements specifying that student pilots have received ground and flight instruction and have been found competent to operate in Class B airspace are found in Figure 1-17.

14. CONDUCT OF TRAINING AND TESTING, SFAR 41 AIRPLANES, BY PILOTS WITH A “SECOND-IN-COMMAND (SIC) REQUIRED” LIMITATION ON THEIR TYPE RATING.

A. *An SIC Required.* The SA227, EMB-110, BE-300/1900, and certain other SFAR 41 airplanes are type-certificated for single pilot operations. However, depending on the type of operation conducted (e.g., part 135 passenger service), an SIC may be required.

B. *Limitation.* Applicants for a type rating practical test in certain SFAR 41 airplanes may opt to complete the practical test as a single pilot or by using an SIC. If the single-pilot option is elected, the applicant will receive a type rating without limitation upon satisfactory completion of the practical test. When an applicant satisfactorily completes a practical test using an SIC, the applicant will be issued a type rating with the limitation “SECOND-IN-COMMAND REQUIRED.” To enhance crew complement flexibility, there is a need to establish guidelines for the training and flight testing of applicants for type ratings in SFAR 41 aircraft. These guidelines are intended to apply to the following:

(1) CFIs.

(2) ATPs conducting instruction in air transportation service.

(3) Certificated ground instructors associated with a training center that holds exemption authority.

(4) ASIs.

(5) DPEs, aircraft and simulator only.

(6) Pilot proficiency examiners.

(7) Part 135 air carrier check airmen and instructors.

C. *Ground Instruction.* The ground instruction required by §§ 61.63(d)(6) and 61.157(f) may be given by an appropriately rated flight instructor who holds a type rating (with or without a “SECOND-IN-COMMAND REQUIRED” limitation) on his/her pilot certificate for the associated airplane. The ground

instruction required by §§ 61.63(d)(6)(ii) and 61.157(f)(2) for employees of a part 135 certificate holder may be given by an instructor authorized by a part 135 approved training program.

D. Simulator Instruction. Instructors who conduct training in an FAA-approved flight simulator or an FAA-approved FTD toward the issuance of a type rating must be qualified in accordance with one of the following categories.

(1) Hold a valid flight instructor certificate with airplane multiengine and instrument airplane ratings and have a type rating for the airplane on his/her pilot certificate. A pilot who has the limitation “SECOND-IN-COMMAND REQUIRED” on the type rating may only instruct an applicant seeking the same privileges and limitation. A pilot with an unrestricted type rating may conduct simulator instruction for both limited and unrestricted ratings.

(2) A ground instructor with a training center.

(3) An ATP with the appropriate type rating on his/her pilot certificate, instructing in air transportation. The ATP can only instruct within the limitations of his/her pilot certificate as defined in paragraph 14B.

E. Flight Instruction. Flight instruction may only be conducted within the limitations and authorizations of the flight instructor certificate, pilot certificate, and type ratings.

(1) Instructors who hold an unrestricted type rating on their pilot certificates may conduct flight training required by §§ 61.89(b), 61.157(f), 135.339(c), 135.347, and 135.351(c) for an applicant seeking an unrestricted type rating or single-pilot operating privileges, or for an applicant seeking a type rating with the limitation “SECOND-IN-COMMAND REQUIRED.”

(2) Instructors who hold a type rating with a “SECOND-IN-COMMAND REQUIRED” limitation may only give flight instruction to applicants seeking operating privileges for a crew of two or a type rating with a “SECOND-IN-COMMAND REQUIRED” limitation. Section 61.55(d)(3) provides for an instructor to act as PIC with an SIC who is not qualified in accordance with § 61.55(a) and (b).

F. Qualification to Conduct Flight Tests. Inspectors, examiners, and check airmen who hold unrestricted type ratings in SFAR 41 airplanes may conduct

practical tests in these aircraft leading to the issuance of type ratings with or without a “SECOND-IN-COMMAND REQUIRED” limitation, or operating privileges for single- or two-pilot operations, as appropriate. Inspectors, examiners, and check airmen who hold a type rating with a “SECOND-IN-COMMAND REQUIRED” limitation may only conduct practical tests leading to the issuance of type ratings with a “SECOND-IN-COMMAND REQUIRED” limitation, or operating privileges for two-pilot operations, as appropriate. Oral testing may be conducted by an inspector, examiner, or check airman who is rated in the aircraft, regardless of a “SECOND-IN-COMMAND REQUIRED” limitation.

G. Removal of the “SECOND-IN-COMMAND REQUIRED” Limitation from a Type Rating. To remove the limitation, it is not necessary to complete an entire practical test (oral and flight) as a single-pilot operation. All maneuvers approved for a flight simulator may be accomplished in that flight simulator for the purpose of removing this limitation. This does not change any flight simulator requirements for the original issuance of the type rating. A pilot who holds a type rating with a “SECOND-IN-COMMAND REQUIRED” limitation, or who wishes to upgrade a pilot certificate to authorize single-pilot privileges (CE-525 to CE-525S) and wishes to remove the limitation and have an unrestricted type rating or single-pilot privileges, must complete a practical test in accordance with FAA-S-8081-5 that satisfactorily demonstrates single-pilot competency, and must include the following areas:

(1) Areas of Operation.


- (a) Preflight preparation tasks: None.
- (b) Preflight procedures tasks: All.
- (c) Takeoff and departure phase tasks: All.
- (d) In-flight maneuvers tasks: C, E, F.
- (e) Instrument procedures tasks: All.
- (f) Landings and approaches to landing tasks: All.
- (g) Normal and abnormal procedures.

- | | |
|--|--|
| <ul style="list-style-type: none">(h) Emergency procedures.(i) Postflight procedures tasks: All.(2) <i>Additional Areas.</i> | <ul style="list-style-type: none">(a) Collision avoidance.(b) Communication management.(c) IFR cross-country flight plan avionics loading. |
|--|--|

FIGURE 1-1. FAA FORM 8710-1, SHOWING GRADUATION CERTIFICATE ACCEPTED IN LIEU OF KNOWLEDGE TEST REPORT (FRONT SIDE)

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved OMB No: 2120-0021

 DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		Airman Certificate and/or Rating Application														
I. Application Information <input type="checkbox"/> Additional Rating <input type="checkbox"/> Flight Instructor Initial <input type="checkbox"/> Medical Flight Test		<input type="checkbox"/> Student <input checked="" type="checkbox"/> Airplane Single-Engine <input type="checkbox"/> Reexamination		<input type="checkbox"/> Recreational <input type="checkbox"/> Airplane Multiengine <input type="checkbox"/> Reissuance of certificate		<input checked="" type="checkbox"/> Private <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Additional Instructor Rating		<input type="checkbox"/> Commercial <input type="checkbox"/> Balloon <input type="checkbox"/> Ground Instructor		<input type="checkbox"/> Airline Transport <input type="checkbox"/> Airship <input type="checkbox"/> Instrument <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Other						
A. Name (Last, First, Middle) Buford, Ronald Rudyard				B. SSN (US Only) Do Not Use		C. Date of Birth Month Day Year 02/13/1966		D. Place of Birth Oshkosh, WI								
E. Address 7375 Red Greenway City, State, Zip Code Indianapolis, WI 37877				F. Citizenship <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other		G. Do you read, speak, write, & understand the English language? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		H. Height 74 in.		I. Weight 190 lbs						
J. Hair Brown				K. Eyes Blue		L. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		M. Do you now hold, or have you ever held an FAA Pilot Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
N. Grade Pilot Certificate Student				O. Certificate Number BB07138		P. Date issued 06/15/2004										
Q. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				R. Class of Certificate 3rd Class		S. Date issued 06/15/2004		T. Name of Examiner John Smith, MD								
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										V. Date of Final Conviction						
II. Certificate or Rating Applied For on Basis of:																
<input type="checkbox"/> A. Completion of Required Test		1. Aircraft to be used (if flight test required)				2a. Total time in this aircraft / SIM / FTD hours		2b. Pilot in command hours								
<input type="checkbox"/> B. Military Competence Obtained In		1. Service				2. Date Rated		3. Rank or Grade and Service Number								
		4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft.				4b. US Military PIC & Instrument check in last 12 months (List Aircraft)										
<input checked="" type="checkbox"/> C. Graduate of Approved Course		1. Name and Location of Training Agency or Training Center Wingover Academy						1a. Certification Number AE-142		3. Date 08/28/2004						
		2. Curriculum From Which Graduated Private Pilot														
<input type="checkbox"/> D. Holder of Foreign License Issued By		1. Country		2. Grade of License		3. Number										
		4. Ratings														
<input type="checkbox"/> E. Completion of Air Carrier's Approved Training Program		1. Name of Air Carrier				2. Date		3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition								
III. RECORD OF PILOT TIME (Do not write in the shaded areas.)																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Take-off/Landings	Night PIC	Night Take-off/Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplane	65	25	40	PIC 35 SIC 0	10	20	PIC SIC	5	10	28	PIC 6 SIC	PIC 6 SIC				
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Glider																
Lighter Than Air																
Simulator Training Device																
PCATD																
IV. Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
V. Applicant's Certification -- I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant <i>Ronald Rudyard Buford</i>										Date 9/18/2004						

FAA Form 8710-1 (4-00) Supersedes Previous Edition

NSN: 0052-00-682-5007

FIGURE 1-1. FAA FORM 8710-1, SHOWING GRADUATION CERTIFICATE ACCEPTED IN LIEU OF KNOWLEDGE TEST REPORT (REVERSE SIDE) — Continued

Instructor's Recommendation			
I have personally instructed the applicant and consider this person ready to take the test.			
Date 08/25/2004	Instructor's Signature (Print Name & Sign) 	Certificate No. 1565319CFI	Certificate Expires 07/01/2005
Air Agency's Recommendation			
The applicant has successfully completed our <u>Private Pilot</u> course, and is recommended for certification or rating without further <u>written</u> test.			
Date 08/25/2004	Agency Name and Number Wingover Academy, AE-142	Official's Signature [official's signature] Title [official's title]	
Designated Examiner or Airman Certification Representative Report			
<input type="checkbox"/> Student Pilot Certificate issued (Copy attached) <input type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Approved -- Temporary Certificate issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached) </div>			
Location of Test (Facility, City, State)		Duration of Test	
		Ground	Simulator/FTD Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No. Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)			
	Inspector	Examiner	Signature and Certificate Number Date
Oral	<input type="checkbox"/>	<input type="checkbox"/>	_____
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>	_____
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	_____
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	_____
Aviation Safety Inspector or Technician Report			
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.			
<input checked="" type="checkbox"/> Approved -- Temporary Certificate issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)			
Location of Test (Facility, City, State)		Duration of Test	
		Ground	Simulator/FTD Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Student Pilot Certificate issued <input type="checkbox"/> Examiner's Recommendation <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected </div> <input type="checkbox"/> Reissue or Exchange of Pilot Certificate <input type="checkbox"/> Special Medical test conducted -- report forwarded to Aeromedical Certification Branch, AAM-330 </div> <div> <input type="checkbox"/> Certificate or Rating Based on <input type="checkbox"/> Military Competence <input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria </div> <div> <input type="checkbox"/> Flight Instructor <input type="checkbox"/> Ground Instructor <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement Instructor Renewal Based on <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities </div> </div> </div>			
Training Course (FIRC) Name		Graduation Certificate No.	Date
Date 08/25/2004	Inspector's Signature (Print Name & Sign) John D. Lynch	Certificate No. 987651	FAA District Office WP FSDO 7
Attachments: <input type="checkbox"/> Student Pilot Certificate (Copy) <input type="checkbox"/> Knowledge Test Report <input type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Airman Certificate			
<input checked="" type="checkbox"/> Airman's Identification (ID) <div style="display: flex; justify-content: space-between;"> <div> <u>Driver's License</u> Form of ID <u>123-45-6789</u> Number <u>12/09/2004</u> Expiration Date <u>(555) 555-1234</u> Telephone Number </div> <div> ID: Name: <u>Buford, Ronald Rudvard</u> Date of Birth: <u>02/13/1966</u> Certificate Number: <u>12345</u> E-Mail Address: <u>RRBuford@yahoo.com</u> </div> </div>			

FAA Form 8710-1 (4-00) Supersedes Previous Edition

Electronic Version (Adobe)

N8N: 0062-00-882-6007

FIGURE 1-2. EXAMPLE OF TASK FROM PTS

**III. AREA OF OPERATION: AIRPORT AND SEAPLANE
BASE OPERATIONS****A. TASK: RADIO COMMUNICATION AND ATC LIGHT SIGNALS
(AMEL and AMES)**

REFERENCES: 14 CFR part 91; AC 61-23/FAA-H-8023-25; AIM.

Objective. To determine that the applicant:

1. Exhibits knowledge of the elements related to radio communications and ATC light signals.
2. Selects appropriate frequencies.
3. Transmits using recommended phraseology.
4. Acknowledges radio communications and complies with instructions.

B. TASK: TRAFFIC PATTERNS (AMEL and AMES)

REFERENCES: FAA-H-8083-3, AC 61-23/FAA-H-8023-25, AC 90-66; AIM.

Objective. To determine that the applicant:

1. Exhibits knowledge of the elements related to traffic patterns. This shall include procedures at airports with and without operating control towers, prevention of runway incursions, collision avoidance, wake turbulence avoidance, and wind shear.
2. Complies with proper traffic pattern procedures.
3. Maintains proper spacing from other aircraft.
4. Corrects for wind-drift to maintain proper ground track.
5. Maintains orientation with runway/landing area in use.
6. Maintains traffic pattern altitude ± 100 feet (30 meters), and appropriate airspeed ± 10 knots.

FIGURE 1-3. EXAMPLES OF CERTIFICATE ENDORSEMENTS FOR AIRCRAFT THAT ARE INCAPABLE OF PERFORMING CERTAIN TASKS ON A PRACTICAL TEST

A. The person is using a Cessna 336 to add an airplane multiengine land rating onto a commercial pilot certificate for which the applicant already holds an airplane single engine land rating. This airplane does not have a V_{MC} speed established by the manufacturer and thus cannot perform the V_{MC} demonstration task. Specific guidance on the limitations to place on the applicant's pilot certificate, is as follows:

- Commercial Pilot
Airplane Single & Multiengine Land, AMEL Limited to Center Thrust

NOTE: When the applicant completes a commercial pilot practical test in a multiengine airplane that has a published V_{MC} speed, the limitation may be removed.

B. The person is using a Cessna 336 to add an airplane multiengine rating onto a flight instructor certificate for which the applicant already holds an airplane single engine rating. No limitations need to be placed on the applicant's flight instructor certificate since the person's flight instructor certificate is limited by the privileges on their pilot certificate (see § 61.195(b)). Therefore, an applicant who applies for an airplane multiengine rating to be added on their flight instructor certificate and performs the practical test in a Cessna 336 and whose commercial pilot certificate contains the "Limited to Center Thrust" limitation would be also be held to that limitation when flight instructing. The flight instructor certificate would still read as follows:

- Flight Instructor
Airplane Single and Multiengine
Valid only when accompanied by pilot certificate No. 12345678
Expires 02/28/2000

NOTE: To flight-instruct in a multiengine airplane that has a V_{MC} speed established by the manufacturer, the person would merely need to complete training and certification at a pilot certificate level of at least the commercial pilot level in a multiengine airplane that has a published V_{MC} speed, and then the limitation would be removed from his pilot certificate.

C. The person is using a Cessna 337 to qualify for an additional airplane multiengine land rating onto his/her existing private pilot certificate and instrument privileges in a multiengine airplane for which the applicant already holds an airplane single engine rating and instrument airplane rating. This airplane does not have a V_{MC} speed established by the manufacturer and thus cannot perform the tasks "Engine failure during straight and level flights and turns" and "Instrument Approach one engine inoperative." Specific guidance on the limitations to place on the applicant's private pilot certificate, is as follows:

- Private Pilot
Airplane Single and Multiengine Land, AMEL Limited to Center Thrust
Instrument – Airplane

NOTE: When the applicant completes the training, endorsements, and the instrument tasks required by the Practical Test Standards in a multiengine airplane that has a published V_{MC} speed, the limitation may be removed.

D. The person is using a Ercoupe 415B for a private pilot certificate for an airplane single engine land rating. This airplane does not have published stall speeds and cannot perform the stall or spin task. Specific guidance on the limitations to place on the applicant's private pilot certificate, is as follows:

- Private Pilot
Airplane Single Engine Land – Limited to Ercoupe 415

NOTE: When the applicant completes a private pilot practical test in a single engine airplane that has published stall speeds and stalling capabilities, the limitation may be removed.

**FIGURE 1-3. EXAMPLES OF CERTIFICATE ENDORSEMENTS FOR AIRCRAFT
THAT ARE INCAPABLE OF PERFORMING CERTAIN TASKS ON A PRACTICAL
TEST—Continued**

E. The person is using an Airbus 320 to apply for an airline transport pilot (ATP) certificate with an airplane multiengine land rating and an A320 type rating. The FAA has determined this airplane does not require the applicant to perform steep turns and certain stalls. The applicant previously held a commercial pilot certificate with ratings in an ASEL, ASES, and AMEL-Limited to Center Thrust. The applicant's AMEL rating was gained previously by completing the practical test in a CE-337. Specific guidance on the limitations to place on the applicant's pilot certificate, is as follows:

- Airline Transport Pilot
Airplane Multiengine Land - Limited to A320
Commercial Pilot Privileges
Airplane Single Engine Land & Sea

NOTE: When the applicant completes an ATP practical test in a multiengine airplane where stalls and steep turns were performed, the limitation may be removed. The center line thrust limitation was removed at completion of the ATP practical test in the A320, because the A320 has a published V_{MC} speed.

F. The guidance for the center thrust limitation for military pilots is being restated here, in accordance with FAA Order 8700.1, volume 2, chapter 28. Military pilots who qualify for their Commercial Pilot Certificate with an Airplane Multiengine Land Rating and Instrument-Airplane rating, in accordance with § 61.73, and for which the military pilot only qualified in a multiengine airplane that was limited to center thrust during the course of his/her military training, shall be issued a center thrust limitation. That guidance is stated in FAA Order 8700.1, volume 2, chapter 28 which states, “. . . If the military applicant qualified in a multiengine airplane that does not have a V_{MC} speed, enter LIMITED TO CENTER THRUST after the airplane multiengine class rating.” Specific guidance on the limitation to place on the applicant's pilot certificate, is as follows:

- Commercial Pilot
Airplane Multiengine Land – Limited to Center Thrust
Instrument – Airplane

FIGURE 1-4. LETTER OF DISCONTINUANCE

FAA Letterhead

[*date*]

[*applicant's name and address*]

Dear [*applicant's name*]:

On this date, you successfully completed the oral portion of the practical test for a [*indicate grade*] certificate with an [*indicate category*] and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:


[*Indicate areas of operation completed on the test.*]

After [*indicate expiration date*], you must repeat the entire practical test.

Sincerely,

[*signature of inspector conducting practical test of examiner candidate*]

FIGURE 1-5. FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

 DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		<h2 style="text-align: center;">Airman Certificate and/or Rating Application</h2>														
I. Application Information <input type="checkbox"/> Additional Rating <input type="checkbox"/> Flight Instructor Initial _____ Renewal _____ Reinstatement <input type="checkbox"/> Medical Flight Test		<input type="checkbox"/> Student <input type="checkbox"/> Airplane Single-Engine <input type="checkbox"/> Reexamination		<input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Airplane Multiengine <input type="checkbox"/> Reissuance of _____ certificate		<input type="checkbox"/> Private <input type="checkbox"/> Additional Instructor Rating		<input type="checkbox"/> Commercial <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Ground Instructor		<input checked="" type="checkbox"/> Airline Transport <input type="checkbox"/> Balloon <input type="checkbox"/> Ship <input type="checkbox"/> Other _____		<input type="checkbox"/> Instrument <input type="checkbox"/> Seaplane <input type="checkbox"/> Scaled-Lift				
A. Name (Last, First, Middle) Doe, John Jay				B. SSN (US Only) DO NOT USE				C. Date of Birth Month Day Year 10-02-1946				D. Place of Birth Topeka, KS				
E. Address 10801 East River Road				F. Citizenship <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other _____				G. Do you read, speak, write, & understand the English language? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
City, State, Zip Code Topeka, KS 12345				H. Height 72 in.		I. Weight 210 lbs.		J. Hair Black		K. Eyes Brown		L. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				
M. Do you now hold, or have you ever held an FAA Pilot Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				N. Grade Pilot Certificate Commercial				O. Certificate Number 10509907				P. Date Issued 06/01/2004				
Q. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				R. Class of Certificate First				S. Date Issued 06/01/2004				T. Name of Examiner Sam Patchem, MD				
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No												V. Date of Final Conviction				
II. Certificate or Rating Applied For on Basis of: <input checked="" type="checkbox"/> A. Completion of Required Test 1. Aircraft to be used (if flight test required) Lear Jet 2a. Total time in this aircraft / SIM / FTD 550.00 hours 2b. Pilot in command 0 hours <input type="checkbox"/> B. Military Competence Obtained In 1. Service 2. Date Rated 3. Rank or Grade and Service Number 4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft. 4b. US Military PIC & Instrument check in last 12 months (List Aircraft)																
<input type="checkbox"/> C. Graduate of Approved Course		1. Name and Location of Training Agency or Training Center										1a. Certification Number				
		2. Curriculum From Which Graduated										3. Date				
<input type="checkbox"/> D. Holder of Foreign License Issued By		1. Country				2. Grade of License				3. Number						
		4. Ratings														
<input type="checkbox"/> E. Completion of Air Carrier's Approved Training Program		1. Name of Air Carrier				2. Date				3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition						
III RECORD OF PILOT TIME (Do not write in the shaded areas.)																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Take-off/Landings	Night PIC	Night Take-off/Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Gliders																
Lighter Than Air																
Simulator Training Device																
PCATD																
IV. Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
V. Applicant's Certification – I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant John Jay Doe												Date 07/02/2004				

FAA Form 8710-1 (4-00) Supersedes Previous Edition

FIGURE 1-6. FAA FORM 8060-5, TEMPORARY AIRMAN CERTIFICATE

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO.	
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT IV. V.							
DATE OF BIRTH	HEIGHT IN.	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of							
RATINGS AND LIMITATIONS XII.							
XIII.							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE			
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OR INSPECTOR				DATE DESIGNATION EXPIRES	

vii. AIRMAN'S SIGNATURE

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

FIGURE 1-7. FAA FORM 8060-4, SHOWING MULTIPLE RATINGS

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. 526033300	
ii. TEMPORARY AIRMAN CERTIFICATE							
vii. AIRMAN'S SIGNATURE <i>John Doe</i>	THIS CERTIFIES THAT		IV. JOHN (NMN) DOE 10301 E. MOUNTAIN VIEW DRIVE V. MURPHY'S BROUGH, TN 86901				
	DATE OF BIRTH 02-13-46	HEIGHT 72 IN.	WEIGHT 200	HAIR BROWN	EYES BROWN	SEX M	NATIONALITY USA VI.
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT						
	RATING AND LIMITATIONS XII. AIRPLANE SINGLE & MULTIENGINE LAND ROTORCRAFT - HELICOPTER INSTRUMENT AIRPLANES & HELICOPTER GLIDER						
	XIII. Card 1 of 2						
	THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE 01-25-2003		
	BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 001234567
	X. DATE OF ISSUANCE 07-21-2005		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>James E. Smith</i> JAMES E. SMITH SO04			DATE DESIGNATION EXPIRES --	

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

FIGURE 1-7. FAA FORM 8060-4, SHOWING MULTIPLE RATINGS—Continued

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. 526033300	
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT IV. JOHN (NMN) DOE 10301 E. MOUNTAIN VIEW DRIVE V. MURPHY'S BROUGH, TN 86901							
DATE OF BIRTH 02-13-46	HEIGHT 72 IN.	WEIGHT 200	HAIR BROWN	EYES BROWN	SEX M	NATIONALITY USA	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT							
RATING AND LIMITATIONS XII. LIGHTER-THAN-AIR BALLOON, LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER CE-500							
XIII. Card 2 of 2							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE 01-25-2003			
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
X. DATE OF ISSUANCE 07-21-2005		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>James E. Smith</i> JAMES E. SMITH SO04				DATE DESIGNATION EXPIRES --	

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

FIGURE 1-8. FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION NOTICE OF DISAPPROVAL OF APPLICATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION							
NAME AND ADDRESS OF APPLICANT JAMES RONALD DONE 408 JACKSON HEIGHTS COURT LITTLE ROCK, ARKANSAS 77117		CERTIFICATE OR RATING SOUGHT AIRLINE TRANSPORT PILOT							
On the date shown, you failed the examination indicated below: <input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL									
AIRCRAFT USED (Make and Model) GRUMMAN G-159		FLT. TIME RECORDED IN LOGBOOK <table border="1"> <tr> <td>PILOT-IN-COMM. OR SOLO</td> <td>INSTRUMENT</td> <td>DUAL</td> </tr> <tr> <td>2000</td> <td>500</td> <td>200</td> </tr> </table>		PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL	2000	500	200
PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL							
2000	500	200							
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: <p style="text-align: center;"><i>[List each area of operation unsatisfactorially performed by number from the appropriate Practical Test Standards, and indicate these operations not performed during the practical test. Also indicate the number of test failures.]</i></p>									
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.									
DATE OF EXAMINATION 09/22/2003	SIGNATURE OF EXAMINER OR INSPECTOR <i>John H. Ayres</i> John H. Ayres	DESIGNATION OR OFFICE NO. ASW FSDO 97							

FAA Form 8060-5 (5-80)

FIGURE 1-9. FAA FORM 8410-1, AIRMAN PROFICIENCY/QUALIFICATION CHECK

AIRMAN PROFICIENCY/QUALIFICATION CHECK				DATE OF CHECK 09-19-04	
				LOCATION Cleveland, Ohio	
NAME OF AIRMAN (<i>Last, first, middle initial</i>) Goode, Janet B.				TYPE OF CHECK 14 CFR 125 – PIC	
EMPLOYED BY Saturn Corp		BASED AT (<i>City and State</i>) Youngstown, Ohio		TYPE AIRCRAFT/SIMULATOR USED Douglas DC-3	
NAME OF CHECK AIRMAN				BLOCK TIME 1.8 hr	
FLIGHT MANEUVERS GRADE (<i>S – SATISFACTORY U – UNSATISFACTORY</i>)					
PILOT			FLIGHT ENGINEER		
S – SATISFACTORY W – WAIVER (<i>See Appendix F to 121</i>)	U – UNSATISFACTORY	AIR-CRAFT	SIMU-LATOR	ITEM	S U
PREFLIGHT				1. EQUIPMENT EXAM (<i>Oral</i>) (<i>Written</i>)	
1. EQUIPMENT EXAMINATION (<i>Oral or written</i>)		S		2. PREFLIGHT CHECK OF AIRCRAFT	
2. * PREFLIGHT INSPECTION		S		3. COMPUTATION OF FUEL LOAD & FUEL LOADING	
3. TAXIING		S		4. COMPLETION OF COMPANY APPROVED FORMS	
4. POWERPLANT CHECKS		S		5. STARTING, TAXI, AND RUNUP	
TAKEOFFS				6. POWERPLANT AND PROPELLER CONTROL	
5. NORMAL		S		7. CRUISE CONTROL AND COMPUTATIONS	
6. INSTRUMENT		S		8. AIRCRAFT/POWERPLANT OPERATION ANALYSIS	
7. CROSSWINDS		S		9. FUEL SYSTEM MANAGEMENT	
8. WITH SIMULATED POWERPLANT FAILURE		S		10. AIR CONDITION & PRESSURIZATION CONTROL	
9. * REJECTED TAKEOFF		S		11. ELECTRICAL SYSTEM OPERATION	
INSTRUMENT PROCEDURES				12. POWERPLANT FIRE CONTROL	
10. * AREA DEPARTURE		S		13. EMERGENCY GEAR AND FLAP EXTENSION	
11. * HOLDING		S		14. HEATER FIRE AND CARGO COMPARTMENT FIRE	
12. * AREA ARRIVAL		S		15. SMOKE EVACUATION	
13. ILS APPROACHES		S		16. EMERGENCY DEPRESSURIZATION	
14. OTHER INSTRUMENT APPROACHES		S		17. FUEL DUMPING PROCEDURE	
15. CIRCLING APPROACHES		S		18. POWERPLANT SHUTDOWN AND RESTART	
16. MISSED APPROACHES		S		19. DEICING AND ANTI-ICING	
INFLIGHT MANEUVERS				20. LOCATION AND USE OF EMERGENCY EQUIPMENT	
17. * STEEP TURNS		S		21. EMERGENCIES-HYDRAULIC, PRESSURIZATION, ETC.	
18. * APPROACHES TO STALLS		S		22. CREW COORDINATION AND MONITORING	
19. * SPECIFIC FLIGHT CHARACTERISTICS		W			
20. POWERPLANT FAILURE		S			
LANDINGS				REMARKS	
21. NORMAL		S			
22. FROM AN ILS		S			
23. CROSSWIND		S			
24. WITH SIMULATED POWERPLANT(S) FAILURE		S			
25. REJECTED LANDING		S			
26. FROM CIRCLING APPROACH		S			
27. NORMAL AND ABNORMAL PROCEDURES		S			
28. EMERGENCY PROCEDURES		S			
29. JUDGMENT		S			
30. HOVERING MANEUVERS		NA			
31. RAPID DECLARATIONS (<i>Quick stops</i>)		NA			
32. AUTOROTATIONS (<i>Single engine helo, only</i>)		NA			
Items that may be waived are indicated by the asterisk (*) See Appendix F to FAR 121. All applicable items must be graded S, U or W.					
RESULT OF CHECK		X	APPROVED	CHECK AIRMAN'S PERFORMANCE	SATISFACTORY
			DISAPPROVED		UNSATISFACTORY
REGION GL		DISTRICT OFFICE FSDO07		INSPECTOR'S SIGNATURE <i>[Inspector's Signature]</i>	

FAA Form 8410-1 (4-67)

SUPERSEDES FAA FORM 3111 WHICH IS OBSOLETE

FIGURE 1-10. LETTER OF SURRENDER (IN LIEU OF A REEXAMINATION)

[*date*]

I hereby voluntarily surrender my [*type*] pilot certificate [*number*] to the FAA) for [*reason, e.g., cancellation*]. I understand that this constitutes unequivocal abandonment of the certificate and that an FAA airman certificate or rating may not be reissued to me unless I again pass all the tests prescribed for its issue.

Signature

Printed Name

Address

FIGURE 1-11. LETTER OF SURRENDER (PENDING ENFORCEMENT ACTION)

[date]

As the result of the occurrence at _____ on _____, *[the airman must explain in full, in his or her own language, the occurrence and his or her involvement]*.

I hereby voluntarily surrender my pilot certificate [number] for whatever action the FAA may deem necessary. My rights to be heard as to why my certificate should not be amended, suspended, or revoked have been fully explained to me and are hereby waived.

Signature

Printed Name

Address

FIGURE 1-12. FAA FORM 8060-4, SHOWING PASSENGER CARRY LIMITATION

		I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION				III. CERTIFICATE NO. 526032230		
ii. TEMPORARY AIRMAN CERTIFICATE								
vii. AIRMAN'S SIGNATURE <i>John Doe</i>	THIS CERTIFIES THAT		IV. JOHN (NMN) DOE 175 SOUTH MAIN STREET V. KEYWANA, NM 80010					
	DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
	04-14-50	72 IN.	180	BROWN	GREEN	M	USA	
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of							
	PRIVATE PILOT							
	RATING AND LIMITATIONS							
	XII. AIRPLANE SINGLE-ENGINE LAND							
	XIII. PASSENGER CARRYING PROHIBITED							EXPIRES 11/25/03
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE			
					07/15/02			
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.			
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OR INSPECTOR			001234567			
10/25/03		<i>Wesley Crusher</i> WP 07 WESLEY CRUSHER			DATE DESIGNATION EXPIRES --			

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION							III. CERTIFICATE NO. 155099880
ii. TEMPORARY AIRMAN CERTIFICATE							
John Doe	THIS CERTIFIES THAT		IV. JOHN (NMN) DOE 751 SOUTH MAIN STREET V. KEYWANA, NM 80010				
	DATE OF BIRTH 01/08/49	HEIGHT 73 IN.	WEIGHT 180	HAIR BROWN	EYES GREEN	SEX M	NATIONALITY VI. USA
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of COMMERCIAL PILOT						
	RATING AND LIMITATIONS XII. AIRPLANE SINGLE & MULTIENGINE LAND INSTRUMENT AIRPLANE						
	XIII. EMERGENCY FIELD ISSUANCE EXPIRES 10/15/03						
	THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE 07/15/02		
vii. AIRMAN'S SIGNATURE	BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 001234567	
	X. DATE OF ISSUANCE 09/15/03	X. SIGNATURE OF EXAMINER OR INSPECTOR Wesley Crusher WP 07 WESLEY CRUSHER				DATE DESIGNATION EXPIRES --	

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

FIGURE 1-14. LETTER OF TEMPORARY DEPOSIT

[*date*]

As a result of the occurrence at _____ on _____, I hereby voluntarily surrender my [*pilot, mechanic, flight engineer, etc.*] certificate [*number*] for temporary deposit in the _____ District Office of the FAA until [*date*]. If, by that date, I have not demonstrated the airman competence to hold that/those rating(s) to the FAA or received an extension of time within which to take the re-examination, I understand that legal enforcement action will be taken to suspend the privileges of my airman certificate (or rating) until I demonstrate the competence prescribed in the Federal aviation regulations for its original issuance.

Signature

Printed Name

Address

FIGURE 1-15. LOSS OF CERTIFICATE AFFIDAVIT

STATE OF _____

COUNTY OF _____

Mr. _____, being duly sworn, says:

1. On _____, the only airman certificate held by me was No. _____, with _____ privileges and _____ ratings.

2. By Order of Suspension (or revocation) dated _____, my airman certificate was suspended (or revoked) effective _____ for a period of _____ months (or days) (if revocation, leave period out).

3. I have made a thorough search of the places where my airman certificate could or might be found. Notwithstanding the search, I have not been able to find such certificate. I do not know where such certificate presently is nor where it may be found; I believe it to be lost.

4. For the above reason, I am unable to surrender my airman certificate number _____; however, if and when such certificate is found while suspended, I will surrender it to the FAA.

Airman's Signature

SUBSCRIBED AND SWORN TO before me this _____ day of _____, _____

[Seal]


Notary Public in and for

County

State of _____

My Commission expires on _____

**FIGURE 1-16. FAA FORM 8710-1, APPLICATION FOR A BLUE SEAL CERTIFICATE
(FRONT SIDE)**

 DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION																
<h2 style="text-align: center;">Airman Certificate and/or Rating Application</h2>																
I. Application Information <input type="checkbox"/> Student <input type="checkbox"/> Recreational <input checked="" type="checkbox"/> Private <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Airline Transport <input type="checkbox"/> Instrument <input type="checkbox"/> Balloon <input type="checkbox"/> Airship <input type="checkbox"/> Glider <input type="checkbox"/> Powered-Lift <input type="checkbox"/> Flight Instructor <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> Additional Instructor Rating <input type="checkbox"/> Ground Instructor <input checked="" type="checkbox"/> Other Blue Seal Certificate																
A. Name (Last, First, Middle) Flyswell, James Charles				B. SSN (US Only) Do not use				C. Date of Birth Month Day Year 06/27/1947				D. Place of Birth Scottsdale, AZ				
E. Address 781 Main Street				F. Citizenship Specify <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other				G. Do you read, speak, write, & understand the English language? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
City, State, Zip Code Tucson, AZ 80010				H. Height 72 in.		I. Weight 180 lbs		J. Hair Red		K. Eyes Green		L. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				
M. Do you now hold, or have you ever held an FAA Pilot Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				N. Grade Pilot Certificate Private				O. Certificate Number 052603030				P. Date Issued 08/15/79				
Q. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				R. Class of Certificate 3rd				S. Date Issued 06/20/2003				T. Name of Examiner Henry R. Cooke, MD				
U. Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No												V. Date of Final Conviction				
II. Certificate or Rating Applied For on Basis of:																
<input type="checkbox"/> A. Completion of Required Test																
1. Aircraft to be used (if flight test required)				2a. Total time in this aircraft / SIM / FTD				2b. Pilot in command								
				hours				hours								
<input type="checkbox"/> B. Military Competence Obtained In																
1. Service				2. Date Rated				3. Rank or Grade and Service Number								
4a. Flown 10 hours PIC in last 12 months in the following Military Aircraft.				4b. US Military PIC & Instrument check in last 12 months (List Aircraft)												
<input type="checkbox"/> C. Graduate of Approved Course																
1. Name and Location of Training Agency or Training Center												1a. Certification Number				
2. Curriculum From Which Graduated												3. Date				
<input type="checkbox"/> D. Holder of Foreign License Issued By																
1. Country				2. Grade of License				3. Number								
4. Ratings																
<input type="checkbox"/> E. Completion of Air Carrier's Approved Training Program																
1. Name of Air Carrier				2. Date				3. Which Curriculum				<input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition				
III RECORD OF PILOT TIME (Do not write in the shaded areas.)																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Take-off/Landings	Night PIC	Night Take-off/Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes	350	80	270	PIC 250 SIC 20	10	45	PIC 35 SIC	25	17	25	PIC 55 SIC	PIC 48 SIC				
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Glider																
Lighter Than Air																
Simulator Training Device																
PCATD																
IV. Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
V. Applicant's Certification – I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant James Charles Flyswell												Date 6/20/03				

FAA Form 8710-1 (4-00) Supersedes Previous Edition

FIGURE 1-16. FAA FORM 8710-1, APPLICATION FOR A BLUE SEAL CERTIFICATE (REVERSE SIDE)

Instructor's Recommendation				
<small>I have personally instructed the applicant and consider this person ready to take the test.</small>				
Date	Instructor's Signature (Print Name & Sign)	Certificate No.	Certificate Expires	
Air Agency's Recommendation				
The applicant has successfully completed our _____ course, and is recommended for certificate or rating without further _____ test.				
Date	Agency Name and Number	Officials Signature		
		Title		
Designated Examiner or Airman Certification Representative Report				
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <input type="checkbox"/> Approved -- Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notices Issued (Original Attached)				
Location of Test (Facility, City, State)		Duration of Test		
		Ground	Simulator/FTD	Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)	
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Rating)				
Oral	Inspector	Examiner	Signature and Certificate Number	Date
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input checked="" type="checkbox"/> Approved -- Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice Issued (Original Attached)				
Location of Test (Facility, City, State)		Duration of Test		
		Ground	Simulator/FTD	Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used	Registration No.(s)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Student Pilot Certificate Issued <input type="checkbox"/> Examiner's Recommendation <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Reissue or Exchange of Pilot Certificate <input type="checkbox"/> Special Medical test conducted -- report forwarded to Aeromedical Certification Branch, AAM-330 </div> <div style="width: 30%;"> <input type="checkbox"/> Certificate or Rating Based on <input type="checkbox"/> Military Competence <input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria </div> <div style="width: 30%;"> <input type="checkbox"/> Flight Instructor <input type="checkbox"/> Ground Instructor <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> Instructor Renewal Based on <input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities </div> </div>				
Training Course (FIRC) Name		Graduation Certificate No.		Date
Date	Inspector's Signature (Print Name & Sign)	Certificate No.	FAA District Office	
09/29/03	John D. Lynch <i>John D. Lynch</i>	987651	WP FSDO 7	
Attachments: <input checked="" type="checkbox"/> Airman's Identification (ID)				
<input type="checkbox"/> Student Pilot Certificate (Copy)	AZ Driver's License		ID:	
	Form of ID		Name: <u>James Charles Flyswell</u>	
<input type="checkbox"/> Knowledge Test Report	123456789		Date of Birth: <u>06/27/1947</u>	
	Number		Certificate Number <u>12345</u>	
<input checked="" type="checkbox"/> Temporary Airman Certificate	03/17/2003		E-Mail Address <u>JCFlyswell@yahoo.com</u>	
	Expiration Date			
<input type="checkbox"/> Notice of Disapproval	(555) 555-1234			
	Telephone Number			
<input checked="" type="checkbox"/> Superseded Airman Certificate				

FAA Form 8710-1 (4-00) Supersedes Previous Edition

FIGURE 1-17. SAMPLES OF STUDENT PILOT CLASS B AIRSPACE ENDORSEMENTS

14 CFR § 61.95(a)

I certify that *[name of student pilot]* has received ground instruction on operations in *[name of specific Class B airspace]*. I have given flight instruction to *[name of student pilot]* on operation in *[name of specific Class B airspace]* and have found him/her competent to conduct solo flight in *[name of specific Class B airspace, e.g., Washington Class B airspace]* only.

[Date of endorsement, flight instructor's name, certificate number, and expiration date.]

14 CFR § 61.95(b)

I certify that *[name of student]* has received ground instruction on operations at *[name of airport in Class B airspace]*. I have given flight instruction on operations at *[name of airport in Class B airspace]* to *[name of student pilot]* and have found him/her competent to conduct solo flight at *[name of airport in Class B airspace, e.g., Washington Executive Airport]*.

[Date of endorsement, flight instructor's name, certificate number, expiration date.]

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